

Northwestern Publishing House

STYLE GUIDE

2010

TABLE OF CONTENTS

| | Rule | Section |
|--|-------------|----------------|
| Ages and Anniversaries | | 1 |
| Abbreviations, Acronyms, and Addresses | | 2 |
| States, Territories, Possessions of US | 201/202 | |
| Common Abbreviations | 203 | |
| General Rules | 204 | |
| People | 205 | |
| Degrees | 206 | |
| US and Other Countries | 207 | |
| Companies | 208 | |
| Addresses | 209 | |
| Rural Route & Highway Contract Route | 210 | |
| Post Office Box | 211 | |
| Computer Design Terms | 212 | |
| Advertising Source Codes | 213 | |
| Common Proofing Marks | 214 | |
| Biases | | 3 |
| Sexual | 301 | |
| Racial | 302 | |
| Ethnic | 303 | |
| Religious | 304 | |
| Physical | 305 | |
| Books of the Bible | | 4 |
| Bible Translations | | 5 |
| Biblical and Religious Capitalization | | 6 |
| Names for God | 601 | |
| Pronouns | 602 | |
| Sacred Writings | 603 | |
| Creeds, Confessions, Prayers, and Church Documents | 604 | |
| Religious Bodies | 605 | |
| Satan | 606 | |
| People | 607 | |
| Biblical Places | 608 | |
| Biblical and Religious Events | 609 | |
| Religious Services and Observations | 610 | |
| Other Religious Terms | 611 | |
| Biblical Quotations | | 7 |

| | Rule | Section |
|--|-------------|----------------|
| Bibliography | | 8 |
| Books | 801 | |
| The Lutheran Confessions | 802 | |
| Luther's Works | 803 | |
| Articles | 804 | |
| Recordings | 805 | |
| General Rules | 806 | |
| For Further Reading List | 807 | |
| Citations for E-Books | 808 | |
| Capitalization | | 9 |
| General Rules | 901 | |
| Nouns and Adjectives | 902 | |
| Names | 903 | |
| Sentences | 904 | |
| Questions | 905 | |
| Poetry | 906 | |
| After a Colon, Exclamation Point, or Question Mark | 907 | |
| Quotes | 908 | |
| Degrees, Awards, and Honors | 909 | |
| Geographical Terms | 910 | |
| Organizations | 911 | |
| People | 912 | |
| Compounds | | 10 |
| General Compounds | 1001 | |
| Nouns | 1002 | |
| Modifiers | 1003 | |
| Prefixes and Suffixes | 1004 | |
| Confusing Words and Phrases | | 11 |
| Indexes | | 12 |
| In-Text References | | 13 |
| Luther's Works | 1313 | |
| Italics | | 14 |
| Lists, Enumerations, and Outlines | | 15 |
| Notes, Footnotes, and Endnotes | | 16 |
| Books | 1601 | |
| The Lutheran Confessions | 1602 | |
| Luther's Works | 1603 | |
| Articles | 1604 | |

| | Rule | Section |
|---|-------------|----------------|
| Notes, Footnotes, and Endnotes (cont.) | | |
| Unpublished Material | 1605 | |
| Recordings | 1606 | |
| Notes | 1607 | |
| Endnotes | 1608 | |
| Footnotes | 1609 | |
| Latin Abbreviations | 1610 | |
| Note Numbers | 1611 | |
| Numbers | | 17 |
| General | 1701 | |
| Inclusive Numbers | 1702 | |
| Money | 1703 | |
| Fractions | 1704 | |
| ISBN and LCCN | 1705 | |
| Measurements | | 18 |
| Photo Captions, Legends, and Headings | | 19 |
| Punctuation | | 20 |
| Apostrophe | 2001 | |
| Asterisk | 2002 | |
| Brackets | 2003 | |
| Colon | 2004 | |
| Comma | 2005 | |
| Ellipsis | 2006 | |
| Em Dash | 2007 | |
| En Dash | 2008 | |
| Exclamation Point | 2009 | |
| Hyphen | 2010 | |
| Parentheses | 2011 | |
| Period | 2012 | |
| Question Mark | 2013 | |
| Quotation Marks | 2014 | |
| Semicolon | 2015 | |
| Slant or Solidus | 2016 | |
| References to Time | | 21 |
| Days | 2102 | |
| Months and Seasons | 2103 | |
| Dates | 2104 | |
| Years, Decades, and Centuries | 2105 | |
| Time and Time Zones | 2106 | |

| Titles | Rule | Section |
|---------------------------------------|-------------|----------------|
| | | 22 |
| General Rules | 2201 | |
| Articles | 2202 | |
| Prepositions | 2203 | |
| Conjunctions | 2204 | |
| Infinitives | 2205 | |
| Compounds | 2206 | |
| Computer | 2207 | |
| Italicized Titles | 2208 | |
| Roman Type With Quotation Marks | 2209 | |
| Capitalized Roman w/o Quotation Marks | 2210 | |
| The Lutheran Confessions | 2211 | |
| Luther's Works | 2212 | |
| Individual Writings of Luther | 2213 | |
| Trademarks | | 23 |
| Word Division | | 24 |
| House Form Dictionary | | 25 |

Resource Key

| | |
|---|---|
| A Augsburg Fortress | G <i>The Gregg Reference Manual</i> , 10th Edition, 2005 |
| AP <i>The Associated Press Stylebook</i> , 1997 | H Word list for <i>Christian Worship: A Lutheran Hymnal</i> |
| B <i>The Little, Brown Handbook</i> | HB <i>Harbrace College Handbook</i> |
| C <i>The Chicago Manual of Style</i> , 15th Edition, 1982–2003 | MLC <i>Stylebook</i> (used at MLC), 1992 |
| Con <i>Concordia Stylebook for Authors and Editors</i> , 8th Edition, 1989 | MW <i>The Merriam-Webster Concise Handbook for Writers</i> , 1991 |
| CW <i>A Christian Writer's Manual of Style</i> 1988 | NPH <i>Old NPH Style Guide</i> |
| D <i>Merriam-Webster's Collegiate Dictionary</i> , 11th Edition | US <i>United States Government Printing Office Style Manual</i> , 1984 |
| E <i>Elements of Grammar</i> , 1986 | USNWR <i>US News and World Report</i> |
| | W Various workshops |

1. Ages and Anniversaries

101

Spell out ages and anniversaries one to ten. Use figures for ages and anniversaries above ten.

for our fifth anniversary
on my sixth birthday
on my 30th birthday
our 25th anniversary
the company's 125th anniversary

102

The hyphen, not the en dash, is used between **inclusive numbers in references** such as pages, chapters, volumes, ages, grades, hymn stanzas, or Bible verses.

grades 10-12 CW 50:1-3 Matthew 4:6-15
but Genesis 3:1–4:5

103

When age is expressed in years, months, and days, do not use commas to separate the elements. (G, US)

On January 20, he will be 19 years 4 months and 17 days old.
Note: The and linking months and days may be omitted.

104

age ____ Use a cardinal figure when following this noun. (**Con**)

age 3

105

grade ____ Use a **cardinal figure** when following this noun. (**Con**)

grade 2

106

___ grade Two words as a noun. (Con)

eighth grade

107

___-grade student Hyphenate as an adjective. (AP, Con)

eighth-grade student

108

___ grader Two words. (Con)

fifth grader

109

___-year-old Hyphenate as a noun and as an adjective before a noun. (AP, Con, CW, E, US)

a five-year-old

four 65-year-olds

There are 12 ten-year-olds.

my five-year-old son

110

___ years old Three words. (AP, Con, CW, E, AP)

He is five years old.

111

Beyond age 18, everyone is either a *man* or a *woman*; any references to adult males and females as boys and girls is unacceptable. (A)

112

Use *youth* or *teenager* for **ages 13 to 18**. Use *boy* for a preteen male and *girl* for a preteen female. *Young man* and *young woman* are also possible terms. (AP, A)

113

Infant is applicable to **children through 12 months old**. (AP)

2. Abbreviations, Acronyms, and Addresses

201

Names of states, territories, and possessions of the United States are abbreviated as follows:

| | USPS | FIC (AP Stylebook) |
|--------------------------------------|-------------|---------------------------|
| Alabama | AL | Ala. |
| Alaska | AK | Alaska |
| American Samoa | AS | |
| Arizona..... | AZ | Ariz. |
| Arkansas..... | AR | Ark. |
| California | CA | Calif. |
| Colorado..... | CO | Colo. |
| Connecticut | CT | Conn. |
| Delaware | DE | Del. |
| District of Columbia | DC | D.C. |
| Federated States of Micronesia | FM | |
| Florida | FL | Fla. |
| Georgia..... | GA | Ga. |
| Guam..... | GU | Guam |
| Hawaii | HI | Hawaii |
| Idaho | ID | Idaho |
| Illinois | IL | Ill. |
| Indiana..... | IN | Ind. |
| Iowa..... | IA | Iowa |
| Kansas | KS | Kan. |
| Kentucky | KY | Ky. |
| Louisiana..... | LA | La. |
| Maine | ME | Maine |
| Marshall Islands | MH | |
| Maryland | MD | Ma. |
| Massachusetts | MA | Mass. |
| Michigan | MI | Mich. |
| Minnesota..... | MN | Minn. |
| Mississippi | MS | Miss. |
| Missouri | MO | Mo. |
| Montana | MT | Mont. |
| Nebraska | NE | Neb. |
| Nevada | NV | Nev. |
| New Hampshire | NH | N.H. |
| New Jersey | NJ | N.J. |
| New Mexico..... | NM | N.M. |
| New York..... | NY | N.Y. |
| North Carolina | NC | N.C. |

| | | |
|--------------------------------|-----------|--------------|
| North Dakota..... | ND | N.D. |
| Northern Mariana Islands | MP | |
| Ohio..... | OH | Ohio |
| Oklahoma..... | OK | Okla. |
| Oregon..... | OR | Ore. |
| Palau..... | PW | Palau |
| Pennsylvania | PA | Pa. |
| Puerto Rico..... | PR | |
| Rhode Island | RI | R.I. |
| South Carolina | SC | S.C. |
| South Dakota..... | SD | S.D. |
| Tennessee | TN | Tenn. |
| Texas | TX | Texas |
| Utah..... | UT | Utah |
| Vermont | VT | Vt. |
| Virgin Islands..... | VI | |
| Virginia | VA | Va. |
| Washington | WA | Wash. |
| West Virginia | WV | W.Va. |
| Wisconsin..... | WI | Wis. |
| Wyoming..... | WY | Wyo. |

202

In most writing, **don't abbreviate** geographical names. (**B, HB**) States and provinces should also be spelled out. A possible exception to these would be charts where space is limited.

203

For common abbreviations see the *Chicago Manual of Style*, current edition.

Abbreviations used by NPH and synod usually refer to the following. In writing for lay readers, synodical abbreviations should be prefaced by the full name or avoided.

| | |
|-------------|---|
| AC | Augsburg Confession, <i>see also</i> Notes 1602 |
| A.D. | <i>anno Domini</i> , in the year of [our] Lord; comes before the year. (B, C, G, US) Set in small capital letters. <i>See also</i> References to Time. |
| AFLC | Association of Free Lutheran Churches (labels, account file) |
| AFP | Augsburg-Fortress Press |
| ALA | Arizona Lutheran Academy |
| ALHS | Area Lutheran High School |
| AP | accounts payable (G) Associated Press |
| Ap | Apology of the Augsburg Confession, <i>see also</i> Notes 1602 |
| AR | accounts receivable (G) |
| ARC | Advertising Review Committee |

| | |
|-----------------------|--|
| AZ-CA | Arizona-California District |
| BAPT | Baptist (account file) |
| B.C. | before Christ; comes after the year. Set in small capital letters. (B, C, US) <i>See also</i> References to Time. |
| BHM | Board for Home Missions |
| BME | Board for Ministerial Education |
| BORAM | Book of Reports and Memorials |
| BOSS | Blanket order subscription system |
| BWM | Board for World Missions |
| CA | <i>Confessio Augustana</i> (Latin) |
| CAD | Commission on Adult Discipleship |
| CAT | NPH catalog list (labels) |
| CATH | Catholic (account file) |
| CC | Coordinating Council |
| CCFS | Commission on Communication on Financial Support |
| CCM | Committee on Constitutional Matters |
| CEF | WELS Church Extension Fund, Inc. |
| CELC | Confessional Evangelical Lutheran Conference |
| CFO | Chief financial officer |
| chg. | charge (G) or change |
| CIC | Christians in Crisis (book series) |
| CICR | Commission on Inter-Church Relations |
| CLC | Church of the Lutheran Confession |
| CLR | Christian Life Resources |
| CMC | Campus Ministry Committee |
| CMM | Center for Mission and Ministry (formerly SAB) |
| CMO | Congregation mission offerings |
| COE | Commission on Evangelism |
| COP | Conference of Presidents |
| COR | Committee on Relief |
| CPH | Concordia Publishing House |
| CPS | Commission on Parish Schools |
| CSC | Communication Services Commission |
| CSM | Commission on Special Ministries |
| CTO | Chief technology officer |
| CW | <i>Christian Worship: A Lutheran Hymnal</i> |
| CW: Handbook | <i>Christian Worship: Handbook</i> |
| CW: Supplement | <i>Christian Worship: Supplement</i> |
| CWS | <i>Christian Worship: Supplement</i> |
| C/W | Commission on Worship |
| CWnph | NPH musicians list (labels) |
| CWOS | <i>Christian Worship: Occasional Services</i> |
| CYD | Commission on Youth Discipleship |

| | |
|-----------------|--|
| DM | Dakota-Montana District. Preferred over DK-MT. |
| DMB | District Mission Board |
| DMLC | Dr. Martin Luther College, former WELS teacher track school merged in 1995 with Northwestern College—now Martin Luther College |
| DP | district president |
| ELCA | Evangelical Lutheran Church in America (account file) |
| ELF | Evangelical Lutheran Free Church (Germany). Preferred over ELFK. |
| ELS | ELS pastors (labels) Evangelical Lutheran Synod (account file) |
| ELST | ELS teachers (labels) |
| Em. | Emeritus |
| EPIS | Episcopal (account file) |
| EXPL | WELS exploratory (labels) |
| FC | Formula of Concord, <i>see also</i> Notes 1602 |
| FC Ep | Epitome of the Formula of Concord, <i>see also</i> Notes 1602 |
| FC RN | Rule and Norm of the Epitome or Solid Declaration, <i>see also</i> Notes 1602 |
| FC SD | Solid Declaration of the Formula of Concord, <i>see also</i> Notes 1602 |
| f., ff. | And following, <i>do not use</i> in lay reader material |
| FIC | <i>Forward in Christ</i> , formerly <i>Northwestern Lutheran</i> |
| FT | WELS female teachers (labels) |
| FTE | full-time equivalent |
| FTR | WELS retired female teachers (labels) |
| FY | fiscal year |
| gen. ed. | general editor (HB) general education |
| HMSC | WELS homeschoolers (labels) |
| HS | WELS area high schools (labels) |
| IMO | Individual mission offerings |
| INDP | independent Lutherans (account file) independent pastors (labels) |
| JMC | Joint Mission Council |
| LATTE | Latin American traveling theological educators |
| LAY | lay customers (account file) |
| LC | Large Catechism, <i>see also</i> Notes 1602 Library of Congress (US) |
| LCA | Lutheran Church of Australia (labels, account file) |
| LCC | Lutheran Church of Canada (labels, account file) Lutheran Church of Cameroon (Africa) |
| LCCA | Lutheran Church of Central Africa |

| | |
|----------------|---|
| LCCN | Library of Congress Catalog Number |
| LCMS | Lutheran Church—Missouri Synod; <i>not</i> LC—MS (account file) |
| LES | Lutheran elementary school |
| LPM | Large Print <i>Meditations</i> (labels) |
| LPS | Luther Preparatory School |
| LUTH | Lutheran affiliation unknown (account file) |
| LWMS | Lutheran Women's Missionary Society |
| MAPP | Ministry and Publishing Planning Committee |
| MC | <i>Mission Connection</i> (discontinued publication) |
| MCG | Ministry of Christian Giving |
| MDHH | Mission to the Deaf and Hard of Hearing |
| MED | <i>Meditations</i> (labels) |
| METH | Methodist (account file) |
| MIC | Mission Information Center |
| MIDI | musical instrument digital interface |
| MLC | Martin Luther College |
| MLP | Multilanguage Publications |
| MLS | Michigan Lutheran Seminary |
| MOT | Ministry Operations Team |
| MOV | mission-objectives-vision (for synod) |
| MSCH | Missouri synod churches (labels) |
| MSSC | Missouri synod elementary schools (labels) |
| MT | WELS male teachers (labels) |
| MTR | WELS retired male teachers (labels) |
| MVI | Mission for the Visually Impaired |
| NIV | New International Version |
| NL, NWL | <i>Northwestern Lutheran</i> , still used in reference to issues before FIC |
| n.p. | no place (of publication), no publisher (C, HB) |
| n. pag. | no pagination |
| NPH | Northwestern Publishing House |
| NPS | Northwestern Preparatory School |
| OPA | <i>Organizing-Planning-Accounting</i> Manual |
| OTHR | other church bodies (account file) |
| OWLS | Organization of Wisconsin Lutheran Seniors |
| PA | Parish Assistance |
| PAIM | product and advertising information meetings |
| PARC | Preadvertising Review Committee |
| PB | The People's Bible |
| PBT | People's Bible Teachings (Bible studies series) |
| PCC | Publication Coordinating Commission |
| PCL | <i>Parents Crosslink</i> (discontinued publication) |
| PRC | Publishing Review Committee |

| | |
|-----------------|--|
| PRIN | WELS school principals (labels) |
| PROT | Protestant conference (account file) |
| PRSB | Presbyterian (account file) |
| PSI | Pastoral Studies Institute |
| Rev. | The title <i>Reverend</i> is an adjective, not a noun, and must therefore always be used with a given name or initials when writing the address. The article <i>the</i> when preceding <i>Reverend</i> in a sentence should not be capitalized. The abbreviation <i>Rev.</i> should not be used when preceded by <i>the</i> . |
| RTTD | <i>Report to the Twelve Districts</i> |
| SA | Smalcald Articles |
| SA, SAT | South Atlantic District |
| SAB | Synod Administration Building (now CMM) |
| SC | Small Catechism, <i>see also</i> Notes 1602 Synodical Council |
| SCH | WELS elementary schools (labels) |
| [sic] | thus, so (HB, US); always in brackets and <i>sic</i> is italic |
| SMO | Synod mission offerings |
| SS | Sunday school |
| SST | WELS Sunday school teachers (labels) |
| st. | stanza (C) |
| St. | saint, use only with a proper name (B, G) <i>Saint</i> is often omitted before the names of apostles, evangelists, and church fathers. (C) The word <i>Saint</i> is often abbreviated when used before the name of a saint or when it is the first element of the name of a city or institution. (C) |
| STEP | Secondary Teacher Education Program |
| TCM | Training Christians for Ministry |
| TCM II | Training Christians for Ministry II |
| TCW | travel canvass witness |
| TLH | <i>The Lutheran Hymnal</i> |
| Tr | Treatise on the Power and Primacy of the Pope, <i>see also</i> Notes 1602 |
| trans. | translated by, translator, translation (C, HB) |
| US, USA | United States of America; use <i>US</i> in adjective form |
| VBS | vacation Bible school |
| VEBA | Voluntary Employees Benefits Association |
| WELR | retired WELS pastors (labels) |
| WELS | Wisconsin Evangelical Lutheran Synod; only <i>the</i> WELS when WELS is used as an adjective (account file) |
| WELS-CLO | WELS Church Librarians' Organization |

| | |
|---------------|--|
| WELSSA | WELS Schools Accreditation |
| WIF | WELS Investment Funds |
| WISCO | Wisconsin Lutheran High School |
| WLC | Wisconsin Lutheran College |
| WLQ | <i>Wisconsin Lutheran Quarterly</i> (labels) |
| WLS | Wisconsin Lutheran Seminary |

204 General Rules

204.1

The trend now is **away from the use of periods** with some abbreviations that have carried them in the past. If periods are omitted after abbreviations that spell words, there may be some confusion in some contexts. In an abbreviation with internal periods, there should be no space after the internal periods. Initials of personal names, however, are followed by regular word spaces. **(C)**

204.2

In most writing **don't abbreviate** units of measurement; geographical names; names of days, months, and holidays; names of people; courses of instruction; and labels for divisions of written works. **(B)**

204.3

When using an abbreviation that may be **unfamiliar or confusing** to a reader, many publications give the full form first, followed by the abbreviation in parentheses; in subsequent references just the abbreviation is used. **(MW)**

204.4

When you use an abbreviation or acronym in writing, **the article that precedes it** depends on how the abbreviation is to be read. **(B)**

She was once **an** HEW undersecretary. (*HEW* is to be read as three separate letters, and *h* is pronounced “aitch.”)

Many Americans opposed a SALT treaty. (*SALT* is to be read as one word, *salt*.)

204.5

When initials are used for the names of **agencies and organizations**, periods are usually not used. This also applies to famous persons referred to by initials only and abbreviations made up of initial letters of words that constitute a phrase or compound word. Also, many abbreviated terms in biblical scholarship omit periods. **(CW)**

YMCA
JFK
GNP
NT

204.6

Many **all-capital abbreviations** made up of single initials normally require no periods and no internal space. (G)

204.7

If an abbreviation stands for **two or more words** and consists of more than single initials, insert a period and a space after each element in the abbreviation. (G)

Lt. Col.

204.8

Most **abbreviations that are pronounced as words**, rather than as a series of letters, are capitalized. If they have been assimilated into language as words in their own right, however, they are most often lowercased. (MW)

OPEC

Laser

204.9

A number of **shortened forms of words** are not abbreviations and should not be followed by periods. (G)

auto

caps

memo

typo

204.10

Almost all **small-letter abbreviations** made up of single initials require a period after each initial but no space after each internal period. (G)

i.e.

204.11

No space should follow an **abbreviation at the end of a question or exclamation**. (G)

204.12

Bibliographical abbreviations of important books and periodicals are often used in scholarly reference works. In such cases the abbreviations are set without periods and in roman type. (CW)

ANCL—*Ante-Nicene* Christian Library

KD—Keil and Delitzsch, *Commentary on the Old Testament*

Nestle—Nestle [editor], *Novum Testamentum Graece*

204.13

An abbreviation designating a **catalog of a particular composer's works** is always capitalized. When a number, or an opus or catalog number, is used restrictively—i.e., identifies the work—no comma precedes it. (C)

BWV [Bach-Werke-Verzeichnis] for Bach

204.14

Given a choice between an **abbreviation and a contraction**, choose the abbreviation. It not only looks better but is easier to type. (G)

| | | |
|-------|------------|--------|
| cont. | <i>not</i> | cont'd |
| dept. | <i>not</i> | dep't |

204.15

General abbreviations such as *etc.*, *e.g.*, and *i.e.* are preferably confined to parenthetical references and source citations. Purely scholarly abbreviations such as *ibid.*, *cf.*, and *s.v.* are preferably used only in notes and other forms of scholarly apparatus. (B, C)

205 People

205.1

In most writing **don't abbreviate names** of people. (B)

205.2

Normally, abbreviations should not be used for **given names**, but a signature should be transcribed as a person wrote it. (C)

205.3

Use **periods** with abbreviations of first or middle names but not with nicknames. (G)

| | | |
|-------|------------|-----|
| Thos. | <i>but</i> | Tom |
| Benj. | <i>but</i> | Ben |

205.4

Initials of personal names are followed by a regular word space. (C)

205.5

Two or more initials should be followed by a period for convenience and consistency and separated by normal word spacing, though they should not be allowed to break over line endings. If a person's initials are used as a nickname, then they should be set with no space between the letters. (CW)

| | | |
|------------------|------------|----------------|
| J. R. R. Tolkien | <i>not</i> | J.R.R. Tolkien |
| P. J. Hoff | <i>but</i> | P.J. |

205.6

When initials are used for the **names of famous persons**, periods are usually not used. (C, CW)

JFK

LBJ

205.7

In the names of **informal companionships**, the word *and* is spelled out. (US)

Gilbert and Sullivan
Currier and Ives

205.8

In other than formal usage, a **civil, military, or naval title** preceding a name is abbreviated if followed by a Christian or given name or an initial but spelled out with a surname only; but *Mr.*, *Mrs.*, *Miss*, *Ms.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without a Christian or given name or initial. (AP, US)

205.9

Mrs., Miss, or Ms.—No courtesy titles are used except in quotations or when requested. (AP)

205.10

The title ***Reverend*** is an adjective, not a noun, and must therefore always be used with a given name or initials when writing the address. The article *the* when preceding *Reverend* in a sentence should not be capitalized. The abbreviation *Rev.* should not be used when preceded by *the*.

205.11

The **abbreviation *Esq.*** and other titles such as *Mr.*, *Mrs.*, and *Dr.* should not appear with any other title or with abbreviations indicating scholastic degrees. (C, G, US)

| | | |
|-----------------|------------|---------------------|
| George Gray, MD | <i>not</i> | Mr. George Gray, MD |
| | <i>not</i> | Dr. George Gray, MD |

Do not continue to use the abbreviation in **subsequent references**. (AP)

205.12

Spell out *Senator*, *Representative*, *commodore*, and *commandant*. (US)

205.13

Sr. and Jr. should not be used without a Christian or given name or initials but may be used in combination with any title. (AP, US) When the abbreviations *Jr.* or *Sr.* follow a person's name, do not use commas unless you know that the person in question prefers to do so.

| | | |
|---------------------------------|------------|---------------|
| J. Smith Jr. | | |
| Mr. Smith, Jr. or Mr. Smith Jr. | <i>not</i> | Smith, Junior |

206 Degrees

206.1

Except for a few academic degrees with highly recognizable abbreviations (BA, MS, and PhD), the names of **degrees and professional ratings** are spelled out in full when first mentioned in running text. When a degree or professional rating follows a person's name, it is usually abbreviated and set off by commas. (AP, MW)

Sam Jones, PhD

206.2

Do not use the **abbreviation *Dr.*** before the names of individuals holding honorary degrees.

206.3

When a name is followed by abbreviations designating **religious and fraternal orders and scholastic and honorary degrees**, their sequence is as follows: orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal. (US)

206.4

Academic degrees standing alone may be abbreviated. (B, US)

He earned his PhD by hard work.

207 US and Other Countries

207.1

US (for United States) should be used **when preceding the word *Government*** or the name of a government organization, except in formal writing, covers, and title pages (unless abbreviation is requested), and in association with names of other countries. (G, US)

US Government Printing Office

US Geological Survey

207.2

The abbreviation *US* is used in the adjective position, but spelled out when used as a noun. (AP, G, US)

207.3

The United States is often referred to as the *USA* or the *US*. (B, CW, MW) *UK* is also a common abbreviation for the **United Kingdom**. Note that no space is used between the letters of these abbreviations. (CW) Do not abbreviate the names of any other foreign countries.

208 Companies

208.1

In company and other formal names, if it is not necessary to preserve the full legal title, the forms *Bro.*, *Bros.*, *Co.*, *Corp.*, *Inc.*, *Ltd.*, and *&* are used. A comma may be used to set off the word *Incorporated* or the abbreviations *Inc.*, *Ltd.*, and similar expressions. It is best to punctuate and abbreviate according to the company's preference. The words *Association* and *Manufacturing* are not abbreviated. (AP, C, US)

208.2

In text, the names of **corporations or organizations** should be given in full, although the abbreviations *Inc.* and *Ltd.* are usually dropped. (C, CW)

208.3

Company and *Corporation* are not abbreviated in names of **Federal Government units**. (US)

208.4

The names of government agencies, network broadcasting companies, associations, fraternal and service organizations, unions, and other groups are often abbreviated. Such abbreviations are usually **set in full caps with no periods or spaces**. (C, CW, MW, US)

AFL-CIO
NAACP
YMCA
GMAC
MIT

209 Addresses

209.1

Use the abbreviations listed below when **addressing mail on an envelope or label**. By using the two-letter state abbreviations, it is possible to enter city, state, five-digit ZIP code (or Zip + 4 code) on the last line of address within 28 positions when necessary: 13 positions for city, 1 space between city and state abbreviation, 2 positions for state, 2 spaces (preferred) between state and Zip code, and 10 positions for Zip + 4 code. (P.O. [Post Office])

| | |
|-----------|----|
| North | N |
| East | E |
| South | S |
| West | W |
| Northeast | NE |
| Southeast | SE |
| Northwest | NW |
| Southwest | SW |

When the **boldface s** is given in parentheses behind the abbreviation, the Post Office requires the *s* to indicate the **plural form**.

| | | | | | |
|------------|---------------|------------|---------------|-----------|---------------|
| Alley | ALY | Estate(s) | EST | Lake(s) | LK(S) |
| Annex | ANX | Expressway | EXPY | Landing | LNDG |
| Apartment | APT | Extension | EXT | Lane(s) | LN |
| Arcade | ARC | | | Light(s) | LGT |
| Avenue | AVE | Fall | FALL | Loaf | LF |
| | | Falls | FLS | Lobby | LBBY |
| Basement | BSMT | Ferry | FRY | Lock(s) | LCKS |
| Beach | BCH | Field(s) | FLD(S) | Lodge | LDG |
| Bend | BND | Flat(s) | FLT | Loop(s) | LOOP |
| Bluff(s) | BLF | Floor | FL | Lot | LOT |
| Bottom | BTM | Ford(s) | FRD | Lower | LOWR |
| Boulevard | BLVD | Forest(s) | FRST | | |
| Branch | BR | Forge(s) | FRG | Mall | MALL |
| Bridge | BRG | Fork(s) | FRK(S) | Manor(s) | MNR |
| Brook(s) | BRK | Fort | FT | Meadow(s) | MDWS |
| Building | BLDG | Freeway | FWY | Mill(s) | ML(S) |
| Burg | BG | Front | FRNT | Mission | MSN |
| Bypass | BYP | | | Mount | MT |
| | | Garden(s) | GDNS | Mountain | MTN |
| Camp | CP | Gateway | GTWY | | |
| Canyon | CYN | Glen(s) | GLN | Neck | NCK |
| Cape | CPE | Green(s) | GRN | | |
| Causeway | CSWY | Grove(s) | GRV | Office | OFC |
| Center(s) | CTR | | | Orchard | ORCH |
| Circle(s) | CIR | Hanger | HNGR | Oval | OVAL |
| Cliff(s) | CLFS | Harbor(s) | HBR | | |
| Club | CLB | Haven | HVN | Park(s) | PARK |
| Corner(s) | COR(S) | Height(s) | HTS | Parkway | PKY |
| County | County | Highway | HWY | Pass | PASS |
| Course | CRSE | Hill(s) | HL(S) | Path(s) | PATH |
| Court | CT | Hollow(s) | HOLW | Penthouse | PH |
| Cove(s) | CV | | | Pier | PIER |
| Creek | CRK | Inlet | INLT | Pike(s) | PIKE |
| Crescent | CRES | Island(s) | IS(S) | Pine(s) | PNES |
| Crossing | XING | Isle(s) | ISLE | Place | PL |
| | | | | Plain(s) | PLN(S) |
| Dale | DL | Junction | JCT | Plaza | PLZ |
| Dam | DM | | | Point(s) | PT |
| Department | DEPT | Key(s) | KY | Port(s) | PRT |
| Divide | DV | Knoll(s) | KNLS | Prairie | PR |
| Drive(s) | DR | | | | |

| | | | | | |
|----------|---------------|------------|---------------|-----------|-------------|
| Radial | RADL | Spring(s) | SPG(S) | Tunnel | TUNL |
| Radiel | RADL | Spur(s) | SPUR | Turnpike | TPKE |
| Ranch | RNCH | Square(s) | SQ | | |
| Rapid(s) | RPDS | Station | STA | Union(s) | UN |
| Rear | REAR | Stop | STOP | Unit | UNIT |
| Rest | RST | Straveneue | STRA | Upper | UPPR |
| Ridge(s) | RDG | Stream | STRM | | |
| River | RIV | Street(s) | ST | Valley(s) | VLV |
| Road(s) | RD | Suite | STE | Viaduct | VIA |
| Room | RM | Summit | SMT | View(s) | VW |
| Row | ROW | | | Village | VLG |
| Run | RUN | Terrace | TER | Vista | VIS |
| | | Trace(s) | TRCE | | |
| Shoal(s) | SHL(S) | Track(s) | TRAK | Walk(s) | WALK |
| Shore(s) | SHR(S) | Trafficway | TRFY | Way(s) | WAY |
| Side | SIDE | Trail(s) | TRL | Well(s) | WLS |
| Slip | SLIP | Trailer | TRLR | | |

209.3

The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following a name or number, are abbreviated in footnotes, side notes, tables, leader work, and lists. When they are a part of an address, they are capitalized and spelled out in text. (US)

209.4

Compass points are abbreviated when occurring after street names. When compass points form essential internal elements of street names, they are usually spelled out in full. (MW)

2122 Fourteenth Street NW
1282 North Avenue

209.5

The words *county*, *fort*, *mount*, *point*, and *port* are not abbreviated. Saint (St.) and Sainte (Ste.) should be abbreviated in place names. (C, G, US)

| | | |
|--------------|--------------|--------------|
| St. Louis | Point Barrow | West Chicago |
| Mount Carmel | Port Huron | |

209.6

Address numbers are **written in Arabic numerals** before the name of the street in both British and American addresses. When a building's name is its address, the number is often spelled out. (C)

5801 Ellis Avenue, Chicago, Illinois 60637
One Park Avenue

209.7

Use figures for **house and building numbers**. For clarity, however, use the word *One* instead of the figure 1 in a house or building number. Use ordinal signs *st*, *nd*, *rd*, or *th*. (G)

| | |
|------------------|-----------------|
| One Park Avenue | 177 2nd Avenue |
| 27 E 22nd Street | 144 65th Street |

210 Rural Route and Highway Contract Route Addresses

210.1

Omit the words *rural*, *route*, *highway contract*, *number*, *No.*, *star*, or the symbol # on mail pieces. Use RR __ BOX ____ for **rural routes**. Use HC __ BOX ____ for **highway contract routes**. (P.O.)

RR 2 BOX 152
HC 9 BOX 23A

210.2

Omit the **leading zero** before the route number. (P.O.)

RR 3 BOX 98D *not* RR03 BOX 98D
HC 68 BOX 98D *not* HC068 BOX 98D

210.3

Change the designations **RFD** and **RD** to **RR**. (P.O.)

RR 4 BOX 87A *not* RFD ROUTE 4 #87A

210.4

Change the designation **STAR ROUTE** to **HC**. (P.O.)

HC 68 BOX 45 *not* STAR ROUTE 68 BOX # 45

210.5

The **delivery address line** of route addresses should contain only the route number and the box number. If additional information such as a street address is used, it should be placed above the delivery address line. (P.O.)

210.6

State, federal, and interstate **highways** are designated by Arabic numerals. (C, G)

US Route 41 Interstate 90

211 Post Office Box Addresses

211.1

Use PO BOX ____ for **post office box addresses**.

PO BOX 11890
PO BOX G

211.2

The words *Caller*, *Lockbox*, or *Drawer* should be changed to PO BOX.

| | | |
|-------------|------------|-------------|
| ABC Company | <i>not</i> | ABC Company |
| PO BOX L | | Drawer L |

211.3

If a **box number is included** in the address, the address must have the appropriate **zip + 4 code** representing the range for that box number.

212 Computer Design Terms

There are several sources on the Web for abbreviations and terms related to computers. Some frequently used ones are given here.

- CD-R** (CD-Recordable) A writable CD technology using a type of compact disc that can be recorded but not erased.
- CD-ROM** (Compact Disc-Read Only Memory) A compact disc format used to store programs and data files. Uses a different format for recording data than the audio CD.
- CD-RW** (CD-ReWritable) The only rewritable CD technology.
- EPS** (Encapsulated PostScript) A PostScript file format used to transfer a graphic image between applications and platforms. A typical usage of EPS is to save an illustration created in a drawing program as an EPS file (NPH uses for music) and to import it into a page layout program.
- GIF** (Graphics Interchange Format) **Pronounced “giff”** with a hard “g” by most Mac users **and “jiff”** by PC users, GIFs are widely used on the Web because the format uses its own form of compression.
- HTML** (HyperText Markup Language) The authoring language used to create documents on the Web.
- JPEG, JPG** (Joint Photographic Experts Group) **Pronounced “jay-peg,”** the format is very popular due to its variable compression range. File extension is .jpg. JPEGs are not suitable for graphs, charts, and explanatory illustrations because the text appears fuzzy, especially at low resolutions. Compressing images in the GIF format is much better for such material.

| | |
|------------------|---|
| PDF | (Portable Document Format) A file format that captures formatting information, making documents appear on the recipient's monitor or printer as they were intended. File extension is .pdf. |
| RTF | (Rich Text Format) A document format from Microsoft for encoding text and graphics. It is adaptable and supports ANSI, IBM PC and Macintosh character sets. File extension is .rtf. |
| TIFF, TIF | (Tagged Image File Format) A widely used bitmapped graphics file format that handles monochrome, gray scale, 8- and 24-bit color. File extension is .tif. |

213 Advertising Source Codes

| | |
|---|--|
| AA Resource Catalog AC Christmas Brochure B BOSS Subscription Order BU Bulletin Copy Master C Conventions CC E-mail Advertising CG Confirmation Flyer CL Christ-Light CM Card Mailing CW <i>Christian Worship</i> Resources ES Curriculum Mailing GS Quarterly Package Stuffer IJ <i>Inside Journal</i> LE Lent/Easter Brochure LM Library Mailing LU FIC Ad | LW LCMS Promotion MC Music Catalog ME Meds Ad ML Meds Ad, Large Print MW Music Workshop OL Online Catalog PB People's Bible SC VBS Promotions SW Adult Bible Study TL Speaking the Truth in Love . . . WM Worship Music WW Contact Person Program YB Yearbook Ad ZZ New Products |
|---|--|

214 Common Proofing Marks

| | |
|--------|---|
| ~ dele | Delete whatever is crossed through, an arc above and below indicates close up |
| stet | Undo (do not do) whatever correction is indicated |
| ^ | Insert, use with any punctuation, brackets, spaces, words, phrases, etc. |
| v | Insert, use with apostrophes, quotation marks, etc. |
| ¶ | Insert hard return, begin a new paragraph |
| no ¶ | No new paragraph |
| lb ↵ | Insert soft return, line break, moves text to next line w/o a new paragraph |
| (/) | Insert parentheses |
| [/] | Insert brackets, use to add comment within quoted material |
| # | Insert a space |
| hl # | Insert a hairline space |

| | |
|-------------|--|
| <# | Decrease space between lines, reduce leading |
| #> | Increase space between lines, increase leading |
| [| Move left |
|] | Move right |
|] [| Center |
| → | Align flush right |
| ← | Align flush left |
| = | Insert a hyphen |
| 1/n | Insert an en dash – (create by using “option + hyphen”) |
| 1/M | Insert an em dash — (create by using “shift + option + hyphen”) |
| cap | Capitalize all letters that have a triple underline |
| sm cap | Make indicated letters (double underline) SMALL CAPS (also may use “sc”) |
| bf | Make <u>underlined boldface</u> |
| NBF | Make indicated letters/words not bold |
| lc | Make indicated letters lowercase |
| sp | Spell out circled words |
| tr | Transpose letters or words |
| ital | Make indicated letters/words <i>italic</i> |
| lc bf # | Pipe (vertical line) between abbreviations indicates more than one correction in a line of copy, do corrections in order given |

3. Biases

(Inclusive and Exclusive Language)

Language has power. It transmits facts, ideas, emotions, and values. Skillful writers have the power to affect their readers' attitudes and influence their actions. Writers and editors should strive to become more sensitive to the values revealed in the words they use and to choose words that communicate fairly and accurately. **(B, C, Con, CW, G, H, NPH)**

301 Sexual Bias

301.1

Language should make it clear that both **men and women** are involved.

| | | |
|-----------|---|--------------------------------------|
| Inclusive | — | People by the thousands headed west. |
| Exclusive | — | Men by the thousands headed west. |

301.2

Use women's **names**.

| | | |
|-----------|---|------------------------|
| Inclusive | — | Robert and Alice Jones |
| Exclusive | — | Smith and his wife |

301.3

Find substitutes for **vocational or occupational terms** that unnecessarily focus on gender.

| | | |
|-----------|---|--|
| Inclusive | — | firefighter, flight attendant, guard, workforce |
| Exclusive | — | fireman, stewardess, watchman, manpower |
| Inclusive | — | Caring <i>doctors</i> commend <i>their nurses</i> on jobs well done. |
| Exclusive | — | The caring doctor commends <i>his</i> nurse when <i>she</i> does a good job. |

301.4

Find substitutes for **problem words**.

| | | |
|-----------|---|--|
| Inclusive | — | ancestors, manufactured, average person, laity, layperson, lay reader, laypeople |
| Exclusive | — | forefathers, man-made, common man, laymen, laywomen |

302 Racial Bias

302.1

Racial stereotyping must be avoided, especially pejorative or joking references of a racial nature.

302.2

Mention of a race or nationality should be made only when it is necessary or important to the sense of the material.

303 Ethnic Bias

303.1

Apply the same test to **nationality** that you apply to race.

303.2

Use the actual **name of the nation** or a precise reference to the region, e.g., Brazil, southeast Asia, Malawi. When possible use *Zambian* or *Nigerian* rather than *African*. Use *Inuit* or *Yupik* rather than *Eskimo*.

303.3

Be alert to changes in place names, political boundaries, and regions.

303.4

American Indian is an acceptable term. *Native American* is not because *Samoans*, *Puerto Ricans*, and *Hawaiians* are now included in that term. Use the specific tribal name when possible, e.g., *Apache*, *Navajo*, *Sioux*.

303.5

North American includes *American*, *Canadian*, and *Mexican*.

304 Religious Bias

304.1

Be precise in referring to teachings, practices, and history of other faiths.

304.2

The writer must always contend with rapidly changing usage. Such words as *evangelical*, *born-again*, *fundamentalism*, *orthodoxy*, *sect*, *cult* take on various meanings. **Content and current usage** must make it clear what is meant.

305 Physical Bias

305.1

Disability is a general term. The preferred usage is as a descriptive noun. It may not even be necessary to refer to a person's disability. Avoid emotional descriptions of disabilities such as *unfortunate*.

305.2

Handicap used as a synonym for *disability* is becoming less acceptable.

305.3

Blind means a total loss of vision. Most people are *partially sighted* or *visually impaired*.

305.4

Deaf means a total hearing loss. *Hearing impairment* or *partial hearing loss* is more appropriate. Some hearing-impaired people are incapable of speech. They are not *deaf* and *dumb*. **Mute** is a better term than *dumb*.

305.5

A **congenital disability** is one that existed from birth. If a disability incurred before adulthood and inhibits major activities, it is often referred to as a **developmental disability**.

305.6

Down's syndrome is a specific form of mental retardation. It is better to say *a person with epilepsy* than *an epileptic*; apply to other diseases as well.

305.7

Mental disorder is better than *mentally deranged*, *crazy*, or other inappropriate terms.

4. Books of the Bible

401

Spell out the names of the books of the Bible for material designed for lay readers. In **professional writings**, use the following abbreviations for parenthetical references.

| Old Testament | | New Testament | |
|---------------|-------------|-----------------|-------------|
| Genesis | Ge | Matthew | Mt |
| Exodus | Ex | Mark | Mk |
| Leviticus | Lev | Luke | Lk |
| Numbers | Nu | John | Jn |
| Deuteronomy | Dt | Acts | Ac |
| Joshua | Jos | Romans | Ro |
| Judges | Jdg | 1 Corinthians | 1 Co |
| Ruth | Ru | 2 Corinthians | 2 Co |
| 1 Samuel | 1 Sa | Galatians | Gal |
| 2 Samuel | 2 Sa | Ephesians | Eph |
| 1 Kings | 1 Ki | Philippians | Php |
| 2 Kings | 2 Ki | Colossians | Col |
| 1 Chronicles | 1 Ch | 1 Thessalonians | 1 Th |
| 2 Chronicles | 2 Ch | 2 Thessalonians | 2 Th |
| Ezra | Ezr | 1 Timothy | 1 Ti |
| Nehemiah | Ne | 2 Timothy | 2 Ti |
| Esther | Est | Titus | Tit |
| Job | Job | Philemon | Phm |
| Psalms | Ps | Hebrews | Heb |
| Proverbs | Pr | James | Jas |
| Ecclesiastes | Ecc | 1 Peter | 1 Pe |
| Song of Songs | SS | 2 Peter | 2 Pe |
| Isaiah | Isa | 1 John | 1 Jn |
| Jeremiah | Jer | 2 John | 2 Jn |
| Lamentations | La | 3 John | 3 Jn |
| Ezekiel | Eze | Jude | Jude |
| Daniel | Da | Revelation | Rev |
| Hosea | Hos | | |
| Joel | Joel | | |
| Amos | Am | | |
| Obadiah | Ob | | |
| Jonah | Jnh | | |
| Micah | Mic | | |
| Nahum | Na | | |
| Habakkuk | Hab | | |
| Zephaniah | Zep | | |
| Haggai | Hag | | |
| Zechariah | Zec | | |
| Malachi | Mal | | |

5. Bible Translations

501

Names of modern versions of Scripture are set in roman type.

King James Version
New International Version

502

The common abbreviations KJV and NIV may be used.

| | |
|---------------------------|------------|
| King James Version | KJV |
| New International Version | NIV |

503

When using an abbreviation except KJV and NIV, give the full form first, followed by the abbreviation in parentheses; in subsequent references just the abbreviation is used.

| | |
|---|--------------------------|
| An American Translation (Beck) | AAT |
| English Standard Version | ESV |
| God's Word to the Nations (formerly GWN or NET) | GW |
| Holman Christian Standard Bible | HCSB |
| King James (Authorized) Version | KJV (AV) |
| Living Bible | LB |
| New American Standard Bible | NASB |
| New English Bible | NEB |
| New Evangelical Translation | NET |
| New International Version | NIV (1984) (2011) |
| New King James Version | NKJV |
| New Living Translation | NLT |
| New Revised Standard Version | NRSV |
| Revised Standard Version | RSV |
| Today's English Version (Good News Bible) | TEV |
| Today's New International Version | TNIV |

6. Biblical and Religious Capitalization

601 Names for God

601.1

Capitalize all **names and epithets for the one supreme God** and the persons of the Trinity.

| | | |
|---------------|-------------|----------------------|
| Almighty One | Eternal One | the One |
| the Amen | God | Son of Man |
| Christ | Holy Spirit | Son of Righteousness |
| Crucified One | Jehovah | Yahweh |
| El | | |

601.2

Capitalize the **names of deities** from other faiths and mythology when they are proper nouns.

| | | |
|---------|-------|-------|
| Astarte | Diana | Shiva |
| Dagon | Pan | Zeus |

The prophets built an altar for Baal.
The baals did not help the Canaanite people.

601.3

Any **noun referring to the Deity** is capitalized when used as a vocative (unless it is in apposition to a capitalized vocative). Occasionally a noun that normally is not capitalized may be capitalized for the sake of clarity.

O Jesus, rock of my salvation, . . .
O Rock of my salvation . . .

601.4

Lowercase **derivatives from the word *God*** whether nouns, adjectives, or adverbs.

Exceptions

| | |
|----------|--------------|
| godsend | God-fearing |
| godlike | Godhead |
| godly | God-pleasing |
| godspeed | Godspeed |

601.5

Lowercase **the word *god(s)*** when referring to a false deity.

601.6

Metaphors used to describe God are generally lowercased. *See* the House Form Dictionary.

Prince of peace
the Daystar
Jesus is our refuge.

but as a title

Jesus is our High Priest, Prophet, and King.

In “**of**” **construction** capitalize only the first word.

King of kings *but* Bread of Life

Always capitalize the following because of usage:

| | | |
|----------------|-------------------|-------------------|
| Amen, the | Great High Priest | Omega |
| Branch | Great Physician | Paraclete |
| Bridegroom | High Priest | Paschal Lamb |
| Comforter | King | Passover Lamb |
| Counselor | Lamb | Priest |
| Creator | Lawgiver | Prophet |
| Dayspring | Lord | Redeemer |
| Daystar | Messiah | Savior |
| First and Last | Morning Star | Suffering Servant |
| Good Shepherd | Most High | |

602 Pronouns

602.1

Lowercase **pronouns** referring to the Deity.

603 Sacred Writings

603.1

Capitalize **names and common epithets for the Bible** and other sacred writings; historical versions and editions of Scripture; and books of the Bible and the Apocrypha.

| | | |
|--------------------|---------------|---------------|
| the Good Book | Song of Songs | Word of Truth |
| King James Version | Word of Life | |

603.2

Lowercase **major sections or groups of books in Scripture** except for *Pentateuch* because of usage and *Apocrypha* because of usage and because it is a specific body of sacred writings distinct from canonical Scripture.

| | | |
|--------------------|------------------|-----------------------|
| Apocrypha | gospels | Pentateuch |
| catholic epistles | historical books | poetical books |
| epistles | major prophets | prison epistles, the |
| four gospels, the | minor prophets | prophetical books |
| fourth gospel, the | Paul's epistles | synoptic gospels, the |
| general epistles | Pauline epistles | wisdom literature |

603.3

Always capitalize **individual books of Scripture**.

the Psalms (referring to the book of Psalms) *but* the psalms written by
David have . . .

the Psalter
the book of Psalms
John
Romans

but

John's gospel
the gospel of John
the epistle to the Romans
Paul's epistle to the Romans

603.4

Capitalize **specific parts, chapters, or passages of Scripture** that are known by commonly recognized titles.

| | |
|-----------------------------|--------------------------|
| the Beatitudes | the Mosaic Law |
| the Decalog | the Passion History |
| the First Commandment | the Sermon on the Mount |
| the Golden Rule | the Shema |
| the Great Commission | the Shepherd Psalm |
| the High Priestly Prayer | the Ten Commandments |
| Jesus' High Priestly Prayer | <i>but</i> |
| the Law of Moses | study of the first three |
| the Lord's Prayer | commandments |
| the Magnificat | |

Exceptions

penitential psalms

psalms of ascent

Lowercase the names of the **parables** of Jesus because they are understood in the sense of “the parable about the unjust steward,” etc., rather than as specific titles.

the parable of the good Samaritan

the parable of the wicked servants

the parable of the sower and the seed

603.5

Adjectives and adverbs derived from the names of sacred books are lowercased.

apocryphal

biblical

scriptural

603.6

Lowercase **the word** *bible* when used in a figurative sense.

Webster’s New International Dictionary is the bible of many proofreaders.

604 Creeds, Confessions, Prayers, and Church Documents

604.1

Capitalize **titles** of creeds, confessions, special prayers, canticles, and other important documents of church history. Lowercase subsequent mention of the shortened versions of these items. *See also* 610.3.

the Apostles’ Creed

but The creed states . . .

the Lord’s Prayer

the Ninety-five Theses

the Augsburg Confession

but The confession states . . .

the Magnificat

604.2

Capitalize **subparts** of creeds, confessions, special prayers, canticles, and other important documents of church history.

the First Article

the First Petition

605 Religious Bodies

605.1

Capitalize **names** of religions, denominations, organized religious bodies, Christian orders, sects, cults, major religious movements, their members, their buildings, and adjectives derived from these names.

| | | |
|---------------------------------|-----------------------|--------------------------------------|
| <i>Religion</i> | Christian | Christian |
| <i>Denomination</i> | Roman Catholic | Lutheran |
| <i>Organized Religious Body</i> | Roman Catholic Church | Wisconsin Evangelical Lutheran Synod |
| <i>Christian Order</i> | Society of Jesus | Lutheran Girl Pioneers |
| <i>Member</i> | a Jesuit | a Sunbeam |
| <i>Building</i> | St. Ignatius Church | Bethany Lutheran Church of Manitowoc |

Sect Assemblies of God

Cult Unification Church

605.2

Capitalize names of **historic councils and synods** and official names of similar modern bodies.

the Council of Trent

the Wisconsin Evangelical Lutheran Synod (*but* WELS *not* the WELS
exceptions: the WELS Commission on Worship, etc.)

the Wisconsin Synod

the Missouri Synod

605.3

Lowercase names of **general religious movements** (theologies) that are not official denominations. Lowercase names of general religious philosophies. However, specific movements that bear the same title may be capitalized.

Adoptionists

evangelicalism *but* the Evangelicals

new agism *but* the New Age Movement

dispensation

Dynamic Monarchians

ecumenism

Fundamentalism

Note: Many of these terms are used either specifically, that is, to name specific sects, movements, orders, and their members; or generically, to refer generally to the appearance elsewhere of certain traits characteristic (or thought to be characteristic) of specific groups.

Puritan and puritan
Fundamentalist and fundamentalist
Church Growth Movement (methodology) *but* church growth (generic)
high church movement
Holiness Movement *but* holiness bodies
Liberalism

605.4

Capitalize **derivatives referring to the movement**. Lowercase derivatives when they are used descriptively.

Philip Jacob Spener could be considered the first **Pietist** because he was the founder of Pietism.

Note: Spener was a member of the 17th-century movement. Therefore, the *p* is capitalized in the word *pietist*.

A modern Christian who emphasizes a Christian lifestyle and emotions could be considered a *pietist*.

Note: This Christian was not a member of the 17th-century movement. Therefore, the *p* is lowercased in the word *pietist*.

605.5

Capitalize **the word *church*** only when referring to the church universal in liturgical materials, a specific church, or the corporate title of a church. Lowercase in generic references.

Bethany Lutheran Church of Manitowoc
the Roman Catholic Church
the United Presbyterian Church
Bethany Church
the early church
the Presbyterian church *but* the Episcopal Church
St. John and St. James Churches

606 Satan

606.1

The names **Satan and Beelzebub**, as proper names, are capitalized. Lowercase all other names referring to the devil.

demon devil evil foe

606.2

Adjectives and adverbs derived from the word *Satan* are lowercased.

607 People

607.1

Capitalize common epithets for **biblical characters and figures in church history**.

| | | |
|------------------|------------|---------------------------|
| Missionary Paul | <i>but</i> | the great missionary Paul |
| the Reformer | <i>but</i> | the apostle Paul |
| John the Baptist | | the prophet Isaiah |

607.2

Designations for **offices** are lowercased.

priest prophet pastor evangelist

607.3

Capitalize most **derivatives** from proper names.

the Pauline epistles

608 Biblical Places

608.1

Geographical names in Scripture are ordinarily capitalized.

| | |
|----------------------|---------------------|
| Holy Land—Palestine | Holy City—Jerusalem |
| Promised Land—Canaan | |

608.2

For **spiritual place names** such as *heaven* and *hell*, see the House Form Dictionary.

609 Biblical and Religious Events

609.1

Most names for **biblical eras** are lowercased.

| | | |
|------------------------|------------|--------------|
| the last days | <i>but</i> | the Last Day |
| the time of the judges | | |

609.2

Common names for **major periods and events in church history** are generally capitalized

unless they are purely descriptive.

Age of Pietism

postexilic

609.3

In general, lowercase **major biblical events**. Capitalize the events that follow only when needed for clarity.

the exodus

Israel's exodus from Egypt

the fall of man

the fall of Adam and Eve

the flood

but

How does the Flood compare to any other flood?

610 Religious Services and Observations

610.1

When referring to the Roman rite, the word **Mass** is capitalized.

610.2

Specific rites, such as those in the hymnal, are capitalized. General references to those rites are lowercased.

the Order of Vespers

but a vesper service

610.3

Parts of the liturgy are capitalized in liturgical use.

610.4

Names of other **rites and services** are not capitalized in run of text.

610.5

Common names for **religious seasons**, holy days, fest days, saints' days, and **religious festivals** and **observances** are capitalized.

611 Other Religious Terms

611.1

Objects and places of religious use or significance are preferably lowercased.

cross

pulpit

611.2

Names for **important biblical objects** are generally lowercased unless they are used to convey a specific and commonly understood theological significance.

| | |
|----------------|-----------------|
| ark | Most Holy Place |
| Holy of Holies | temple |

611.3

Religious **doctrines and concepts** of major theological importance are usually lowercased, except to avoid ambiguity.

atonement
Christology *but* christological
doctrine of election
means of grace
real presence
redemption

611.4

Judgment must be exercised in determining which words and phrases are **epithets** and therefore capitalized, and which are **merely descriptive** and lowercased.

| | | |
|-------------------|------------|----------------------|
| the Twelve | <i>but</i> | the twelve disciples |
| God Almighty | <i>but</i> | the almighty God |
| the Trinity | <i>but</i> | the triune God |
| the Jewish people | <i>but</i> | the chosen people |

611.5

Theological terms referring to the **essence or personhood of God** are usually lowercased.

deity of Christ
divine being
essence
Godhead
person

611.6

Capitalize all names for the **sacraments** (Baptism and Holy Communion). Capitalize the word *sacrament* when it is used with the word *Baptism* or *Communion*.

Baptism
Baptism and Communion
The Catholic Church has seven sacraments.
Communion
Communion is a sacrament.

Communion is one of the two Christian sacraments.

the Eucharist

the gospel in Word and sacrament

the gospel in Word and sacraments

the gospel in the Word and the sacraments

Holy Baptism

Holy Communion

Jesus' baptism

John's baptism

the Lord's Supper

Lord's Table

means of grace

the Sacrament of the Altar

the Sacrament of Baptism

the Sacrament of Holy Baptism

the Sacrament of Holy Communion

the sacraments

There are two sacraments.

There are two means of grace: the Word and the sacraments.

7. Biblical Quotations

Editors may make exceptions to any of the following, so always check any special directions and make all quotations consistent for any given work.

701

In text, references to **whole books of the Bible or whole chapters** are spelled out. (C, MW) Editors may make exception in professional books.

In Ephesians chapter 2, Paul says . . .

702

Whenever a Bible passage is quoted, a text reference must be included. A **text reference** includes the name of the book, which is not italicized, followed by Arabic numerals representing chapter and verse.

703

Set **brief biblical passages** in quotation marks. Set quotations of more than 50 words in block style. (Con) If an author places quoted material in italic for emphasis, retain the quotation marks to indicate Bible text.

704

The full **acknowledgment** for a translation used customarily appears on the page with the copyright. (Con)

705

If **more than one translation** is quoted in a work, the acronym or translation title should be given. There is no punctuation between the verse numeral and the translation. (Con)

Mark 8:31 NIV

706

When **more than one translation** is quoted in a work and the majority of the quotations are from one translation, the full acknowledgment for the commonly used translation customarily appears on the page with the copyright. This acknowledgment should contain the phrase “except where noted.” When other translations are quoted in the work, the acronym or translation title should be given.

707

If, when quoting Scripture, the author needs **to change an occasional word** for clarity's sake, **brackets are used** to indicate the change. (CW)

God exalted him [Christ] above all things . . .

or

God exalted [Christ] above all things . . .

Note: In the first example, the word *Christ* was included to explain “him.” In the second example [*Christ*] replaces “him.” Either way is acceptable; however, be consistent within the work.

708

In most cases, ellipsis points should not be placed before or after a biblical quotation even if the quotation is a portion of a verse. If the **quoted portion is a sentence fragment** and might confuse the reader, then use ellipsis points. Introductory words such as *And*, *Or*, *For*, *Therefore*, *But*, and *Verily* may be omitted without ellipsis points. “He that is not against us is on our part” (Mark 9:40 KJV). The original reads: “For he that is not against us is on our part.” (CW)

709

Some Bible versions have the **words *Lord* and *God* in small caps** (LORD, GOD). This style should be followed. (CW)

710

Words that appear **italicized in the King James Version** should not be italicized when quoted. The translators of the KJV used italics to indicate supplied words that did not have exact parallels in the original Greek or Hebrew. Since they were not intended for emphasis, these italicized words may confuse the reader. (CW)

711

The **New American Standard Bible** sets **Old Testament** quotes, when **quoted in the New Testament**, in capitals and small capitals, and it also follows the style of setting supplied words in italics. When quoting from this version, all capital and small capital quotations and italicized words **should be rendered in regular text type**. (CW)

712

Pronunciation marks should **not** be reproduced in quotations. (CW)

713

The **KJV sets each verse as a separate paragraph**. When quoting from this version, the verses should not be set as separate paragraphs. The actual paragraph breaks are indicated by the symbol ¶. (CW)

714

The **spelling of proper nouns** should follow the spelling of the primary Scripture version being used in the work. If no primary version is being used, follow the spelling in the NIV. (CW)

Jehoshaphat (NIV) *but* Josaphat (KJV)

715

In biblical citations, **separate the chapter and verse numerals** by a colon. (The example below shows Mark chapter 8, verse 31.) (B, Con, MLC, NPH, US)

Mark 8:31

716

When only a portion of a Bible passage is quoted, ask the editor if **verse divisions** are needed for a given work. (NPH)

“Repent and believe the good news!” (Mark 1:15) *or* (Mark 1:15c)

717

In biblical citations of **only two consecutive verses**, the verse numerals are separated by a comma without a space. Individual verses are separated by a comma. (The first example below shows Mark chapter 8, verses 32 and 33. The second example shows verses 32 and 35.) (NPH)

Mark 8:32,33

Mark 8:32,35

718

If the parenthetical matter is within a sentence, do not use a period before the **closing parenthesis** except with an abbreviation. Do not use a question mark or an exclamation point before the closing parenthesis unless it applies solely to the parenthetical item and the

sentence ends **with a different mark of punctuation.** (E, G) *See* Section 20: Period, Question Mark, and Exclamation Point.

Matthew makes the point clearly (*see* vv. 32,33,35). *but*

Matthew makes the point clearly. (*See* verses 32, 33, and 35.)

719

When biblical citations include **more than two consecutive verses**, a hyphen separates the first verse numeral and the last verse numeral. (The example below shows Mark chapter 8, verse 31 through verse 33.) (Con, NPH)

Mark 8:31-33

720

When biblical citations include **consecutive verses from two or more consecutive chapters**, an en dash separates the noted chapters. (The first example below shows Mark chapter 8, verse 31 through Mark chapter 9, verse 1. The second example shows Mark chapters 8 through 10. The third shows all of Mark chapter 8 through chapter 10, verse 2.) (NPH)

Mark 8:31–9:1

Mark 8–10

Mark 8:1–10:2

not

Mark 8–10:2

721

When biblical citations include **nonconsecutive verses from two or more chapters of the same book**, a semicolon and space separate the chapters. (The first example below shows Mark chapter 8, verse 31 and Mark chapter 9, verse 1.) A semicolon and space is also used to separate multiple book references. (NPH)

Mark 8:31; 9:1

Mark 8:31; Luke 2:15; John 3:16

722

For parenthetical biblical citations that reference **complete chapters**, list only the chapter numerals. (The example below shows Mark chapters 8 and 9.) (NPH)

Mark 8,9

In biblical citations, there is **no space** before or after the colon, comma, hyphen, or en dash. **Single-space** after a semicolon. (NPH)

| | |
|---------------|----------------|
| Mark 8:31 | Mark 8:32,33 |
| Mark 8,9 | Mark 8:31-33 |
| Mark 8:31–9:1 | Mark 8:31; 9:1 |

When a **book with two or more parts** is cited, use an Arabic numeral before the name of the book. (C, MW, NPH)

2 Chronicles 2:18

If the biblical quotation comes **at the end of the sentence**, the period at the end of the quote is omitted. After the closing quotation marks, the exact biblical reference is given in parentheses. Closing punctuation is placed after the closing parentheses.

God loves us and sent his son to die for us. “God so loved the world that . . . whoever believes in him shall not perish but have eternal life” (John 3:16).

Didn’t the students learn, “God so loved the world that . . . have eternal life” (John 3:16)?

If the biblical quotation ends with a **question mark or an exclamation point** and the quotation is at the end of a sentence, the question mark or exclamation point usually goes inside the closing quotes, although it may go outside if the sentence structure calls for it. If the question mark or exclamation point is inside the closing quotes, a period follows the reference. As a general rule, colons and semicolons are placed outside the closing quotes. (CW) See Quotation Marks for additional information.

“ ‘Why were you searching for me?’ he asked. ‘Didn’t you know I had to be in my Father’s house?’ ” (Luke 2:49).

Although there is no hard-and-fast rule regarding **in-text citations for Scripture references**, the general practice is to keep the reference as reader friendly as possible. Thus the spelling out of the words for the location of a passage may be too cumbersome, slowing up the reader. Exceptions can be made for an author’s special style, but that should be

determined by the editor. Consistency throughout a given manuscript is always the guide.

In his letter to the Romans, Paul speaks about God's sovereign control in **chapter 8, verses 20 to 28**. (Not wrong, but pretty cumbersome.)

In his letter to the Romans, Paul speaks about God's sovereign control in **chapter 8, verses 20-28**. (More reader friendly.)

Paul speaks about God's sovereign control in **Romans 8:20-28**.
(Most reader friendly.)

728

For a quote that stands apart from the text, no quotation marks are needed unless part of the quotation is dialogue. The dialogue is placed in double quotes.

Exodus 3:2 There the angel of the LORD appeared to him in flames of fire from within a bush. Moses saw that though the bush was on fire it did not burn up.

Mark 1:11 A voice came from heaven: "You are my Son, whom I love; with you I am well pleased."

But when the whole quote is dialogue, the quotation may or may not be placed in quotes. If an author is inconsistent, ask the editor which is preferred and make the use of quotation marks consistent within the work.

Exodus 20:7 "You shall not misuse the name of the LORD your God, for the LORD will not hold anyone guiltless who misuses his name."

or

Exodus 20:7 You shall not misuse the name of the LORD your God, for the LORD will not hold anyone guiltless who misuses his name.

For your reference

- hyphen
- en dash (Mac keyboard: option hyphen)
- em dash (Mac keyboard: option, shift, hyphen)

8. Bibliography

801 Books

801.1

The following information should be **included in a bibliography: (B, C, CW)**

Name of the author(s), the editor(s), or the institution responsible for the writing of the book
Full title of the book, including the subtitle, if any
(Portion of the book)
Full name of editor(s), compiler(s), or translator(s), if any (may be located in the position of the author's name if no author is listed)
Edition, if not the original
Volumes, total number if multivolume work is referred to as a whole
Volume number of multivolume work, if single volume is cited
Title of individual volume, if applicable
Series title, if applicable
City of publication
Publisher's name (as it appears on the title page of the book)
Date of publication
(Page number[s], if applicable)

801.2

The **punctuation of a bibliography entry for a book** is as follows: A comma is placed between the author's last and first names, and the full name ends with a period. A colon is placed between a title and subtitle, and the full title ends with a period. The city of publication is followed by a colon, and the name of the publisher is followed by a comma and the date of publication. The publication information ends with a period. If page numbers are given, the year of publication is followed by a comma, the abbreviation *p.* or *pp.*, and the page numbers. The entry ends with a period.

Valleskey, David J. *We Believe—Therefore We Speak: The Theology and Practice of Evangelism*. Milwaukee: Northwestern Publishing House, 1995.

801.3

The full **title of a book** is italicized. All important words in the title are capitalized. *See also* rules for capitalization in Titles.

801.4

When a chapter or other titled part of a book is cited, that title is given in quotation marks and roman type before the title of the book itself. The titles are separated by a

comma, and the title of the book is preceded by the word *in*. (Page numbers may be given but are not necessary when a chapter or other titled part is given.)

Zuck, R. B. "Confessional Biblical Interpretation: Some Basic Principles," in *Studies in Lutheran Hermeneutics*. Philadelphia: Fortress Press, 1979, pp. 189-213.

801.5

The particular **chapter or part** may be specified by number with the term abbreviated.

Leppien, Patsy A., and J. Kincaid Smith. "The Great Strengths of Lutheranism: What It Means to Be a Lutheran," ch. 21 in *What's Going On Among the Lutherans?* Milwaukee: Northwestern Publishing House, 1992.

801.6

Inclusive page numbers for chapters or other titled parts may be indicated, if desired, but it is not necessary to do so in a bibliography.

Kuske, David. "Pietism, Rationalism, and Existentialism," in *Biblical Interpretation: The Only Right Way*. Milwaukee: Northwestern Publishing House, 1995, pp. 157-175.

801.7

The name of the **editor, compiler, or translator** takes the place of the author when no author appears on the title page. The word *editor(s)*, *compiler(s)*, or *translator(s)* follows the name(s) and is preceded by a comma and followed by a period. In professional books, abbreviate the words as *ed./eds.*, *comp./comps.*, or *trans.*

Nonprofessional book:

Black, A. B., and D. S. Dockery, editors. *New Testament Criticism and Interpretation*. Grand Rapids: Zondervan Publishing Corporation, 1991.

Professional book:

Inch, M. A., and C. H. Bullock, eds. *The Literature and Meaning of Scripture*. Grand Rapids: Baker Book House, 1981.

801.8

The **edited, compiled, or translated work of one author** is normally listed with that author's name appearing first. The editor, compiler, or translator is listed after the title. The name is separated from the title by a period and is preceded by the expression *Edited by*, *Compiled by*, or *Translated by*.

Luther, Martin. *Luther's Works*. Edited by Jaroslav Pelikan and Helmut T. Lehmann. American Edition. 55 vols. St. Louis: Concordia Publishing House; Philadelphia: Fortress Press, 1955–1986.

801.9

If an **edition other than the first** is used, both the date and number of the edition must be given. (**B, C, HB**)

Turabian, Kate L. *Student's Guide for Writing College Papers*. 3rd ed. Chicago: University of Chicago Press, 1976.

801.10

When a **multivolume work is cited as a whole**, the **abbreviation vols.** is used, and the number of volumes is preceded by a period. (*See also* 1701.29)

Luther, Martin. *What Luther Says: An Anthology*. Compiled by Ewald M. Plass. 3 vols. St. Louis: Concordia Publishing House, 1959.

801.11

If the particular **volume cited has no title of its own**, it is distinguished by the **volume number only**. In a reference to such a **volume as a whole**, the volume number follows the general title and precedes the publication facts. The **abbreviation Vol.** and the volume information are preceded and followed by periods.

Lange, Lyle, editor. *Our Great Heritage*. Vol. 2. Milwaukee: Northwestern Publishing House, 1991.

801.12

If a **particular volume is cited**, the volume number and often the individual volume title, if there is one, are given in addition to the general title. If the volume title is given, it follows the general title. It is not necessary when citing a particular volume to give the total number of volumes.

Farmwinkle, William. *Survey of American Humor*. Vol. 2, *Humor of the American Midwest*. Boston: Plenum Press, 1983.

801.13

The **title of the series**, when included, follows the title of the individual book. The two are separated by the word *of*.

Ehlke, Roland Cap. *Ecclesiastes, Song of Songs* of The People's Bible series. Milwaukee: Northwestern Publishing House, 1988.

801.14

If the title page of the book cited lists **two cities with the publisher's name**, the city listed first is the one to use; it is permissible, but not necessary, to use both. (**C**)

Chicago and London: University of Chicago Press, 1981.

801.15

The **publisher's name** is given in full, as printed on the title page of the book. American publishers' names and the usual abbreviations for them are listed in *Books in Print*, and British publishers' names are listed in *British Books in Print*. An initial *The* as well as *Inc.*, *Ltd.*, or *S.A.* following the name are generally omitted, even when the full name is given. (C) (Copies of *British Books in Print* and *Books in Print* may be found in the book buyer's office.)

Augsburg Publishing House, 1972

Zondervan, 1992

801.16

If the **name of the publisher has changed** since the book was published, the name on the title page is the one to use, not the present name, e.g., Henry Holt & Co., *not* Holt, Rinehart & Winston. (C)

801.17

When a book is **published under one** publisher's name and **distributed under another's**, use the name on the title page of the book; add the distributor's name only if this fact would be useful to readers. (C)

Woods, Shirley E., Jr. *The Squirrels of Canada*. Ottawa: National Museums of Canada, 1980; distributed in US by University of Chicago Press.

801.18

A reference to a work of several **volumes published in different years** should give inclusive dates. When only one of the volumes is mentioned, only the year of publication for the particular volume is given. (C)

Tillich, Paul. *Systematic Theology*. 3 vols. Chicago: University of Chicago Press, 1951–1963.

Freeman, Douglas Southall. *George Washington*. Vol. 3, *Planter and Patriot*. New York: Charles Scribner's Sons, 1951.

801.19

References to an **encyclopedia, dictionary**, or other **alphabetically arranged work** give the item in quotation marks (not the volume or page number) preceded by *sub* or *s.v.* (*sub verbo*. "under the word"). (C)

Webster's New International Dictionary, 2nd ed., s.v. "epistrophe."

801.20

References to plays and poems carrying section and line or stanza numbers may omit edition and facts of publication. (These should not be omitted, of course, where they are

essential to a discussion of texts.) Include the author's name if it is not included in the text.
(C)

The Winter's Tale, Act 5, sc. 1, lines 13-16.

802 The Lutheran Confessions

802.1

When **citing an edition of the confessions as a whole**, use the following form:

| | |
|--------------|--|
| Tappert | <i>The Book of Concord: The Confessions of the Evangelical Lutheran Church</i> . Translated and edited by Theodore G. Tappert. Philadelphia: Fortress Press, 1959. |
| Triglott | <i>Concordia Triglotta: The Symbolical Books of the Ev. Lutheran Church</i> . St. Louis: Concordia Publishing House, 1921. |
| Kolb-Wengert | <i>The Book of Concord: The Confessions of the Evangelical Lutheran Church</i> . Edited by Robert Kolb and Timothy J. Wengert. Minneapolis: Augsburg Fortress Press, 2000. |
| McCain | <i>Concordia: The Lutheran Confessions</i> . Edited by Paul T. McCain. 2nd ed. St. Louis: Concordia Publishing House, 2006. |

802.2

When **citing a confession and the edition**, use the following form:

| | |
|-----------------------|---|
| Professional books | FC Ep X:6. <i>The Book of Concord: The Confessions of the Evangelical Lutheran Church</i> . Translated and edited by Theodore G. Tappert. Philadelphia: Fortress Press, 1959. |
| | AC XXIV:1. <i>Concordia Triglotta: The Symbolical Books of the Ev. Lutheran Church</i> . St. Louis: Concordia Publishing House, 1921. |
| Nonprofessional books | Formula of Concord, Epitome, Article X:6. <i>The Book of Concord: The Confessions of the Evangelical</i> |

Lutheran Church. Translated and edited by Theodore G. Tappert. Philadelphia: Fortress Press, 1959.

Augsburg Confession, Article XXIV:1. *Concordia Triglotta: The Symbolical Books of the Ev. Lutheran Church*. St. Louis: Concordia Publishing House, 1921.

802.3

Italicize *Triglotta* because it is part of the title of the book; do not italicize **Tappert** because it refers to the editor.

802.4

Do not italicize the **names of the individual confessions**.

802.5

Article is always capitalized in notes from confessions.

803 Luther's Works

803.1

List *Luther's Works* of the American Edition as follows:

Luther, Martin. *Luther's Works*. Edited by Jaroslav Pelikan and Helmut T. Lehmann. American Edition. 55 vols. St. Louis: Concordia Publishing House; Philadelphia: Fortress Press, 1955–1986.

803.2

If an **individual volume** is used, the volume number may be inserted after the edition.

Luther, Martin. *Luther's Works*. Edited by Jaroslav Pelikan and Helmut T. Lehmann. American Edition. Vol. 2. St. Louis: Concordia Publishing House; Philadelphia: Fortress Press, 1955–1986.

803.3

Even though it may be argued that *Luther's Works* is the name of a series and not of an individual book, *Luther's Works* is italicized consistently throughout the literature.

803.4

Italicize the titles of all of **Luther's individual writings**.

Luther's *Bondage of the Will*
Luther's *Freedom of the Christian*

804.1

The following information should be **included in a bibliography**:

Name of the author
 Title of the article
 Name of the periodical
 Issue information: volume, issue number (date in parentheses)
 Page reference

For information on **articles quoted from Internet sources**, see Unpublished Material in Section 16.

804.2

The **punctuation of a bibliography entry for an article** is as follows: A comma is placed between the author's last and first names, and the full name ends with a period. The title of the article is enclosed in quotation marks, and the full title ends with a period. The name of the periodical in italics is followed by a comma and the volume information. If there is an issue number, it follows the volume information, with a comma separating the two items. The date, or year, of the issue is given in parentheses followed by a comma if a page reference is given. The entry ends with a period.

Westerhaus, Martin O. "The Confessional Lutheran Emigrations From Prussia and Saxony Around 1839." *Wisconsin Lutheran Quarterly*, Vol. 87, No. 3 (Summer 1990), p. 202.

Spong, John Shelby. "Evangelism When Certainty Is an Illusion." *The Christian Century* (January 6–13, 1982).

804.3

The **title of an article** is given regular title capitalization and is enclosed in quotation marks. The **name of a periodical** is placed in italics. *See also* rules for capitalization in Titles.

804.4

The **volume number** is given after the name of the periodical, following a comma and introduced by the abbreviation *Vol.* Arabic numerals are used for volume numbers even when the periodical itself uses roman numerals.

804.5

If there is an **issue number**, it may be included after the volume number, following a comma and introduced by the abbreviation *No.* Identification of the issue number is required only when each issue is paginated separately, but identification is often helpful, particularly in the case of recently published issues not yet bound into volumes.

804.6

In **references to daily newspapers**, the day, month, and year are essential; page numbers are usually omitted. If a large city newspaper prints more than one edition in a day, it would be useful to include the edition for articles that do not appear in all editions. (C)

“Robert Moses, Master Builder, Is Dead at 92.” *New York Times* (July 30, 1981),
Midwest edition.

804.7

References to **newspapers published in sections**—as in Sunday papers and *New York Times*—usually include the name or number of the section. (C)

Robbins, William. “Big Wheels: The Rotary Club at 75.” *New York Times* (Sunday, February 17, 1980), sec. 3.

Robbins, William. “Big Wheels: The Rotary Club at 75.” *New York Times* (February 17, 1980), Business and Finance section. [Note that *section* is spelled out when not followed by a number.]

805 Recordings

805.1

Records, tapes, CDs, and other forms of recorded sound are generally listed under the name of the composer, writer, or other person(s) responsible for the content. Collections or anonymous works are listed by title. The title of a record or album is italicized. Titles of individual pieces on a record or album are listed in quotations. If included, the name of the performer usually follows the title, but in some cases—a comparison of the styles of various performers, for example—the citation may begin with the performer’s name. The recording company and the number of the recording are usually sufficient to identify the recording, but when desirable, the date of copyright, the kind of recording (stereo, quadrasonic, CD, mp3), the number of records in the album, and so on may be added. (C)

805.2

If the fact that the recording is a **sound recording** is not implicit in the designation, that information may be added to the citation by such terms as *sound recording*, *compact disk*, *sound cassette*, or *audiocassette*, and so on, since disks, cassettes, and tapes may be used to record not only sound but pictures and computer programming, including text to be printed. (C)

Perlman, Itzak. *Itzak Perlman: In My Case Music*. Produced and directed by Tony DeNonno. 10 min. DeNonno Pix, 1985. Videocassette.

Thomas, Dylan. “Fern Hill,” *Under Milk Wood*. Performed by Dylan Thomas. Caedmon CDLS-2005. Compact disk.

806 General Rules

806.1

A bibliography lists **significant works** related to the topic of the book, to points discussed in the book, or to works on related topics. Its purpose is to inform the reader of other works that might be of interest. In many cases, a bibliography does not only include the titles of works that were only quoted, referred to, or important in the research of the volume but may include other works that are also related to the topic of the book. **(CW)** *See also The Chicago Manual of Style*, 15th ed., 8.174 and 17.52 for numbers in titles.

806.2

The list of works cited is **arranged alphabetically by author**. If you use **more than one work by the same author**, list the works alphabetically by title. Give the author's name with the first title, but substitute three em dashes for the name in subsequent entries. A period follows the dash. **(HB)**

Reu, J. Michael. *In the Interest of Lutheran Unity: Two Lectures*. Columbus: Lutheran Book Concern, 1940.

— — —. *Luther and the Scriptures*. Columbus: The Wartburg Press, 1944.

806.3

A single-author entry comes before a **multiauthor entry** beginning with the same name. **(C)**

McGavran, Donald. *How to Grow a Church*. Ventura, California: Regal, 1973.

McGavran, Donald, and George Hunter. *Church Growth: Strategies That Work*. Nashville: Abingdon, 1960.

806.4

Each item in a bibliographical list should begin **flush left** (with no paragraph indentation). In entries requiring more than one line, run-over lines should be indented.

Inch, Morris A. *The Evangelical Challenge*. Philadelphia: Westminster, 1978.

Reu, J. Michael. *In the Interest of Lutheran Unity: Two Lectures*. Columbus: Lutheran Book Concern, 1940.

806.5

Authors' names should be spelled in a bibliography as they appear on the title pages of their books, except that first names may be given in full in place of initials. Degrees or affiliations following names should normally be omitted **(B, CW)** (except MD for an author of a medical work). References to the same author should be consistent. **(C)**

806.6

Names should not be supplied for authors who always use only **initials**. (C)

T. S. Eliot

806.7

When there is **more than one author**, the name of the first is reversed and the following names are not reversed, and the names are separated by commas. (B, C, CW, G, MW)

McCurley, Foster R., and John Reumann.

806.8

For **more than three authors** use the name of the first followed by *et al.* or *and others*. (C, MW)

(Zipursky, et al., p. 59.) [reference for a work by Zipursky, Hull, White, and Israels]

806.9

A **multiauthor book** is listed by all the authors or by the editors as they appear on the title page. Only the first author's name is inverted. Names are separated by commas and end with a period. (C)

Funk, Robert W., Bernard Brandon Scott, and James R. Butts.

806.10

If there is **no ascertainable author** (or editor, compiler, or other), the reference begins with the title of the work. (B) The use of *Anonymous* or *Anon.* should be avoided. (C)

Our Church: Its Life and Mission. Milwaukee: Northwestern Publishing House, 1990.

806.11

For works **published in earlier centuries** whose publishers cannot be determined, either place and date or date alone is entirely acceptable even when mixed in a list containing modern works accompanied by full facts of publication. (C)

Bunyan, John. *A Few Sighs From Hell, or the Groans of the Damned Soul*. 1658.

806.12

The name of the city where the **publisher's main editorial office** is located is usually sufficient. (C)

New York: Macmillan Co., 1980.

806.13

If the **place** of publication is **not widely known**, the state name should follow it. (C)

Menasha, Wisconsin: Banta Publishing Co., 1965.

806.14

When **no facts of publication** are to be found, *n.p.*, *n.d.* (no place, no date) may be used, indicating that neither is available or the author did not provide the information. (C)

Kretzmann, Paul E. *Popular Commentary of the Bible*. Vol. 2. St. Louis: Concordia Publishing House, n.d.

806.15

For treatment of **electronically published** material, see *The Chicago Manual of Style*, 15th ed., 1.117–1.137.

807 For Further Reading List

807.1

A **less formal** type of bibliography—a “For Further Reading” list—may be more appropriate than a thorough bibliography in some books. Such lists should follow the format of the formal bibliography but might conceivably contain only author and title. (CW)

808 Citations in Bibliography for E-Books

808.1

An **e-book from an online source** is one that resides on the Internet, not downloaded but consulted onetime only from a certain database, for which Web access is needed. For an e-book from an **online source**, cite the work as you would a print book, followed by:

the URL
date accessed (if necessary)

Author's name (inverted). *Title of e-book*. City of publication: Publisher, Year of publication. URL (date accessed).

(See Chicago 17.143.)

808.2

For citations **from an e-reader (Kindle, iPad, NOOK, etc.)**—e-books that are always available once downloaded, even without Web access—**cite the work as you would a print book, followed by the file type of the e-book**. Refer to the Web site or software you

used to download the e-book to find the file type, such as **Kindle file**, **NOOK file**, **EPUB file** (standard e-reader format; used by iPad/iPod/iPhone, NOOK, Sony Reader, etc.), or **Adobe PDF**, **MS Word**, and other file types. If you **cannot identify the file type**, use **Digital file**. (See Chicago 17.145.)

Kirkpatrick, David. *The Facebook Effect: The Inside Story of the Company That Is Connecting the World*. New York: Simon, 2010. EPUB file. (e-book reader)

Rowley, Hazel. *Franklin and Eleanor: An Extraordinary Marriage*. New York: Farrar, 2010. Kindle file.

If the work presents electronic and print publication information, the electronic information should usually be cited as the source.

809 Unpublished Material

809.1

In general, citations of Web sites are best relegated to notes, but in works with bibliographies only, they may be included there. When citing **electronic sources** (blogs, journals, magazines, Web site content) in a bibliography, note the author of content, title, and publication, if available, and include the complete URL. In a bibliography, the **date** the material was **accessed** is **not included**. (See also *The Chicago Manual of Style*, 15th ed., chapter 17, specifically 17.237.)

809.2

If a **URL becomes invalid** before publication, include only the main entrance, “home page” URL (e.g., <http://www.nytimes.com/>). Note the ending back slash.

809.3

For online sources **other than news media or magazines**, include as much of the following as possible: author of content, title of the page, title or owner of the site, URL.

Office of Public Relations, “What Does Your Church Sign REALLY Say?” General Council of the Assemblies of God, <http://ag.org/top/About/history.cfm>.

809.4

If a **site ceases to exist** before publication, include that information at the end of the citation.

Horace Main’s photos and blog, http://www.horacemainpix.com/mylife_bio.html (site now discontinued).

809.5

If a **URL has to be broken** at the end of a line, a **hyphen should never be added** to denote the line break, nor should a hyphen that is part of the URL appear at the end of a line. A

break should be made *after* a double slash (//) or a single slash (/); *before* a tilde (~), a period, a comma, a hyphen, an underline (_), a question mark, a number sign, or a percent symbol; or *before* or *after* an equals sign or an ampersand. *See also The Chicago Manual of Style*, 15th ed., 6.17, 7.44, 17.9, 17.10.

9. Capitalization

901 General Rules

901.1

Avoid unnecessary capitalization. Refer to *Merriam-Webster's Collegiate Dictionary*, 11th Ed. for usually capitalized words. (B, HB, Con, AP)

901.2

Authors occasionally choose to capitalize certain terms that are part of a **special vocabulary**. Authors should inform the editor of these special usages and should in all cases establish a consistent pattern of capitalization. Editors in turn should alert the copy editor of the usage. (CW)

901.3

Capitals are sometimes used for **emphasis**. This should be done sparingly, as excessive capitalization tends to weaken rather than to emphasize. Showing emphasis by italicizing is preferred. (E)

901.4

Personifications of abstract ideas or objects are sometimes capitalized. (E, US)

In the name of Reason, will you please consider the results of such actions?

901.5

Capitalize the vocative *O*. Don't capitalize **interjection** *oh* unless it begins a sentence. (B, HB, US)

901.6

The first word of the **salutation** of a letter and the first word of a **complimentary close** are capitalized. (G, MW)

901.7

For **numbered chapters, parts, and so on**, the words *chapter*, *part*, *appendix*, *table*, *figure*, and the like are lowercased and spelled out in text (although sometimes abbreviated in parenthetical references). Numbers are in Arabic numerals, regardless of how they appear in the original. If letters are used, they may be upper- or lowercase and are sometimes put in parentheses. (C)

This matter is discussed in chapters 4 and 5.
The Latin text appears in appendix B.
These connections are illustrated in table A3.
Turn to section 5(a) for further examples.

902 Nouns and Adjectives

902.1

Capitalize **proper nouns** that name a specific person, place, or thing. (**G, W**)

George Washington
Newsweek
Milwaukee
Titanic

902.2

Lowercase **disease, law, principle**, etc. when part of a name. (**Con**) Check dictionary for exceptions.

Murphy's law
Smith's principle
Hill's disease

902.3

The purpose of capitalization is to show that a **specific thing is being referred to**, not a general thing. The tendency is to avoid capitalization wherever it is not needed for this purpose. (**A**) Some words derived from proper nouns have developed special meanings; these words are no longer capitalized. (**AP, B, C, CW, E, G, HB, MW, US, W**)

| | | |
|--------------------|------------|---------------------------------------|
| Roman architecture | | pasteurized milk |
| an Americanism | | manila envelope |
| Indian | <i>but</i> | china (when referring to fine dishes) |
| American | | roman type |
| English | | plaster of paris |

902.4

Nouns, adjectives, and verbs **derived from personal, national, or geographical names** are often lowercased when used with a specialized meaning. Certain terms may be capitalized. Whatever choice is made should be followed consistently throughout a work. *See* the House Form Dictionary and *Merriam-Webster's Collegiate Dictionary*, 11th Ed.

| | | |
|-----------------|------------|------------------------|
| bohemian | | Arabic numerals |
| roman type | <i>but</i> | (Webster's dictionary) |
| venetian blinds | | |
| papal | | |

902.5

To indicate **broad systems of economic, philosophic, or political thought**, the noun or

adjective should be lowercased. If the word is derived from a proper name, however, it should be capitalized. (CW)

communism
Stalinism

902.6

Most nouns and adjectives referring to **general artistic, academic, religious, or philosophic schools of thought** are lowercased. When they are derived from proper nouns, however, they are capitalized. Discretion is required, and in any given work, a particular term must be treated consistently. (C, CW)

Aristotelian
baroque
naturalism

but

Baroque Age

902.7

Capitalize common nouns and adjectives forming an **essential part of a proper name**. The common noun used alone as a substitute for the name of a place or thing is not capitalized. (A, AP, Con, US)

the Garden of Eden—the garden
Valparaiso University—the university
Wisconsin Lutheran Seminary—the seminary

902.8

In typewritten work, such as business letters and reports, when a **noun is followed by a code reference or by a number**, the word is ordinarily capitalized. When used generally, such words are not capitalized. The word *number* and its abbreviation *No.* are always omitted after *Form*. (E)

I refer you to Bulletin CL-50, a new bulletin.
Use Form 1040A, a shortened form.

902.9

Lowercase a **noun followed by a number or a letter** that indicates sequence. (AP, G)
See also 901.7.

act 1, chapter 2

902.10

Lowercase names of the seasons of the year unless personified. (G)
See also 901.4.

The school term ended in the spring. *but* The icy fingers of Winter . . .

903 Names

903.1

Capitalize **imaginative names and nicknames** that designate particular persons, places, or things. (G)

the Gopher State
Bloody Mary

904 Sentences

904.1

Capitalize the **first word in a sentence (AP, B, W)** or sentence fragment. However, when the sentence fragment is in parentheses, the first word is lowercased. (There are exceptions in curriculum and study materials.) (E, HB, MW, US)

What did the man expect? Hugs and kisses?
What was the name for the inner room of the tabernacle? (the Holy of Holies)

904.2

Capitalize the first word of an **expression used as a sentence**. (G)

So much for that.
Really?
No!

904.3

Capitalize the first word of an **internal sentence** if the internal sentence is a motto or rule, unspoken or imaginary dialogue, sentence referred to as a sentence, or direct question. (MW)

You know the saying, “A stitch in time saves nine.”
The first rule is, When in doubt, spell it out.

904.4

Capitalize the first word of a **sentence contained within parentheses or set off by dashes**. A parenthetical sentence occurring inside another sentence is not capitalized unless it is a complete quoted sentence. (E, G, MW)

The discussion was held in the boardroom. (The results are still confidential.)

Although we liked the restaurant (their Italian food was the best), we could not afford to eat there often.

The words of Patrick Henry (“Give me liberty or give me death”) indicate the patriotism at that time.

Why do Christians need to pray for the gift of wisdom (see James 1:5)?

Can we laugh at our enemies? Why? (See 1 Corinthians 15:55.)

904.5

Capitalize the first **words of exclamatory or interrogative sentences** used in a series. (E)

O Rome! My country! City of the soul!

905 Questions

905.1

Capitalize the first word of a **question made in direct form** but not quoted. (AP, E, G)

The story answers the question, Where does true happiness really lie?

905.2

A **series of questions** having the same subject and verb may be treated as elliptical; that is, only the first item need include both subject and verb. The consecutive questions are lowercased. (HB)

Did you clean the attic? the basement? the whole house?

905.3

Capitalize an interpolated question within a sentence. (AP)

You told me—Did I hear you correctly?—that you started the riot.

905.4

Do not capitalize the first word of an **indirect question or statement**. (AP, E)

How foolish it is to ask what caused the riot.

906 Poetry

The **first word of a line of poetry** is conventionally capitalized (E, G, MW, US) unless the author has deliberately used lowercase for special effect. (AP)

907 After a Colon, Exclamation Point, or Question Mark

907.1

The first word **following a colon, an exclamation point, or a question mark** is not capitalized if the matter following is merely a supplementary remark making the meaning clearer. (E, G, US)

Revolutions are not made: they come.
Obviously we didn't stay there! the place stank!

907.2

Capitalize the first word following a colon when it introduces an **independent passage or sentence**, but do not capitalize a short list of words or phrases following a colon directly. (AP, E)

He promised this: The company will make good all the losses.

There were three considerations: expenses, time, and feasibility.

907.3

Capitalize the first word after a colon if it **announces a definition or introduces a formal description**. (C, CW)

William Carey will be remembered for this phrase: Expect great things from God; attempt great things for God.

907.4

Capitalize the first word of an independent clause after a colon if it **requires special emphasis or is presented as a formal rule**. (In such cases the independent clause expresses the main thought; the first part of the sentence usually functions only as an introduction.) (G)

Here is the key principle: Nonessential elements must be set off with commas.

907.5

Capitalize the first word after a colon when the **material following** the colon consists of **two or more sentences** (C), when the material following the colon starts on a new line, or when the material preceding the colon is a short introductory word such as *Note*, *Caution*, or *Wanted*. (G)

908.1

Capitalize the first word of a **direct quotation**. If the quotation is interrupted in mid-sentence, the second part does not begin with a capital. (AP, E, HB, MW, US)

“We have rejected this report entirely,” the president said, “and we will not comment on it further.”

908.2

Capitalize the first word of a complete sentence that is a direct quote (W) even if it was **part of a larger sentence** in the original. (AP, C)

Patrick Henry said, “Give me liberty or give me death.”

908.3

When a quotation, whether a sentence fragment or a complete sentence, is **syntactically dependent on the sentence** in which it occurs, the quotation does not begin with a capital. (AP, C, MW) See *Chicago*, 15th Ed. 11.13 regarding syntax.

He said he was “shocked and horrified by the incident.”

The governor called the explosion a “medical disaster and a legal quagmire.”

As Franklin advised, “Plough deep while sluggards sleep.”
(not syntactically dependent on the rest of the sentence)

908.4

The first word of a **sentence following four ellipsis points** may be capitalized even though it is not the first word of the sentence in the original. (C)

The spirit of our American radicalism is destructive. . . . The conservative party . . .

908.5

In legal works an original lowercase letter following the four ellipsis points should not be capitalized. Any such change in capitalization is indicated by brackets. (C)

. . . destructive. . . . [T]he conservative party . . .

908.6

In a **quotation from an older work** where many words are capitalized, no changes should be made. (C)

908.7

The initial letter of a **block quotation** may also be lowercased if the syntax demands it. (C)

In discussing the reasons for political disturbances, Aristotle observes that

revolutions also break out when opposite parties, e.g.,
the rich and the poor people, are equally balanced, and
there is little or no middle class; . . .

909 Degrees, Awards, and Honors

909.1

The names of **academic degrees** are capitalized when they follow a person's name.

Abbreviations for academic degrees are always capitalized. (C, Con, MW) The names of specific academic degrees not following a person's name are lowercased. General terms referring to degrees are not capitalized, such as *doctorate*, *master's degree*, or *bachelor's degree*. (C, E, G, MW)

Clyde Haverstick, Doctor of Law
earned her doctor of law degree
John K. Follett, MD
received her PhD

909.2

Lowercase **academic subjects** and degrees. (Con)

bachelor of science in education master of arts in religion

909.3

Names of **awards, honors, and prizes** are capitalized. Descriptive words and phrases that are not actually part of the award's name are lowercased. (C, G, MW)

| | | |
|----------------|-------------------------|----------------|
| Academy Award | Nobel Peace Prize | Rhodes scholar |
| Medal of Honor | Nobel Prize in medicine | |

910 Geographical Terms

910.1

Capitalize all names of the **bodies of the solar system** except for earth, moon, stars, and sun (unless they are personified or used in an astronomical context). (C, E)

| | |
|------------------|--------------------|
| Mother Earth | Saturn |
| the North Star | the Southern Cross |
| the planet Earth | |

910.2

A **generic geographical term** (*lake, mountain, river, valley, etc.*) is capitalized if it is part of a specific proper name. (AP, C, CW, E, MW)

| | |
|-----------------------|--|
| the Arctic Circle | the equator |
| the Mississippi River | <i>but</i> |
| the Atlantic Ocean | the eastern ocean of the United States |

910.3

When a generic term **precedes more than one name**, it is usually capitalized. (C)

| | |
|--------------------------|-------------------------------|
| Lakes Michigan and Huron | Mounts Rainier and Washington |
|--------------------------|-------------------------------|

910.4

The names of streets, monuments, parks, landmarks, well-known buildings, and public places are capitalized. However, the generic term that is part of these names (*avenue, bridge, tower, etc.*) is lowercased when it is used descriptively or alone. (AP, C, E, G, HB, MW)

Pennsylvania Avenue / the avenue
 the Shops at Grand Avenue / the Grand Avenue mall
 (the first is the actual name, the second is descriptive)
 Lincoln Park Zoo / the zoo in Lincoln Park
 The Willis Tower (formerly the Sears Tower) is the tallest tower in the USA.

910.5

Geographical terms that are not used as part of proper names are lowercased. Also when the **generic term follows** and applies to two or more specific names, the generic is lowercased.

| | |
|--------------------------------|-------------------------------|
| the Caribbean islands | <i>but</i> the Virgin Islands |
| the Amazon basin | |
| the Missouri and Platte rivers | <i>but</i> the Great Lakes |

910.6

Capitalize the article *the*, or its equivalent in a foreign language, when it is the **authorized part of a geographical name**. (E, G, US)

| | |
|----------------------------|------------|
| El Salvador | The Gambia |
| Las Cruces | The Hague |
| <i>but</i> | |
| the Congo, the Hague Court | |

910.7

Popular names of localities are capitalized. (AP, C, E, G, MW, US)

the Big Apple
the Hill
the Canal
the Loop

910.8

In general, a word designating a **political division of the world** (*empire, state, county, city, kingdom, colony, territory, etc.*) is capitalized when it follows the name and forms an accepted part of it. It is usually, though not always, lowercased when it precedes the name or stands alone. (C)

Northwest Territory
the Union of Soviet Socialist Republics
Washington State *but* the state of Washington

910.9

Compass points are capitalized as are derivative nouns and adjectives when they refer to geographical regions of a country or continent; divisions of the earth's surface; distinct areas, places, or districts. Compass points are also capitalized when they are part of a street name. When compass points refer to a simple direction, they are lowercased. (AP, B, CW, E, G, MW, US, W)

the Middle Eastern situation the Southwest
1024 North State Street the Western Hemisphere

We are going north for the weekend. (*North* refers to a direction not a region of the country.)
In the early colonies, slavery was practiced even in the North.

We are going south for Easter vacation.
Slavery was predominant in the South.

910.10

If a **common noun or adjective** forming an essential part of a name becomes **separated from the rest of the name** by an intervening common noun or adjective, the entire expression is no longer a proper noun and is therefore not capitalized. (US)

Eastern States *but* eastern farming states

910.11

Follow the House Form Dictionary or *Merriam-Webster's Collegiate Dictionary*, 11th Ed. for capitalization of **adjectives derived from place names**. (CW, G)

brussels sprouts (dictionary)
french bread (dictionary)

french dressing (US)
vienna bread (US)

910.12

Capitalize the names and synonyms for **flags of nations**. (E)

| | |
|--------------------------|----------------|
| the National Emblem | Old Glory |
| the Star-Spangled Banner | the Union Jack |

911 Organizations

911.1

Capitalize names of **groups and organizations**. For **military**, see *Chicago*, 15th Ed. 8.120. (E, W)

911.2

Capitalize **the article *the***, or its equivalent in a foreign language, when it is incorporated as part of the legal name of a company or of an institution. (B, C, E, G, HB, MW)

911.3

Nouns and adjectives designating **political and economic systems of thought** and their proponents are lowercased, unless derived from a proper noun. (AP, C)

Bolshevism
Marxism
socialism

911.4

Names of **political organizations** are capitalized. Lowercase the word *party*. (AP)

| | |
|---------------------|------------------|
| Common Market | Communist party |
| Democratic platform | Democratic party |

911.5

Full names of **legislative, deliberative, executive, and administrative bodies** are capitalized, as are easily recognizable short forms of these names. (B, C, CW, MW, US)

United States Congress
the Congress
the House

911.6

Names of **firms, corporations, schools, and organizations** and terms derived from those names to designate their members are capitalized. Common nouns used descriptively or occurring after the names of two or more organizations are lowercased. (**B, C, G, HB, MW**)

Howard University
House Ethics Committee
Girl Scouts of America
colleges

Federal Express
Phi Beta Kappa
Martin Luther and Wisconsin Lutheran

911.7

Capitalize *college, university, seminary, school, high school*, etc., when used with a proper name. When such words are used alone, lowercase them. (**E**)

Wisconsin Lutheran Seminary
Martin Luther College
Lakeside Lutheran High School

911.8

Do not capitalize **short forms of company names** except when special emphasis is required, and in formal and legal writings. (**G**)

On behalf of the Company . . .
This company is very valuable to the community.

911.9

Common organizational terms such as *board of directors* and *advertising department* are lowercased. When the full name is used, capitalize. (**G**)

the NPH Board of Directors
the board
order services *but* Order Services in ads is allowed.

912 People

912.1

Capitalize all proper nouns that are **names of individuals**. (**E**) *See Chicago*, 15th Ed, 8:21-8:35 for titles and offices.

912.2

Treat a **person's name**—in terms of capitalization, spelling, punctuation, and spacing—exactly as the person does. (**G**)

912.3

When a **surname with a lowercase prefix** stands alone (without a first name, title, or initials preceding it), capitalize the prefix to prevent a misreading. (G)

Anthony de Luca
Mr. de Luca
I hear that De Luca is leaving the company.

912.4

When **names that contain prefixes** are to be typed in all-capital letters, follow these principles: If there is no space after the prefix, capitalize only the initial letter of the prefix. If a space follows the prefix, capitalize the entire prefix. (G)

MacDonald / MacDONALD
Mac Donald / MAC DONALD

912.5

Capitalize any title when it is used **in direct address**. (C, G)

Please tell me, Doctor, what . . .

912.6

The title ***Reverend*** is an adjective, not a noun, and must, therefore, always be used with a given name or initials when writing the address. The article *the* when preceding *Reverend* in a sentence should not be capitalized. The abbreviation *Rev.* should not be used when preceded by *the*. (See the House Form Dictionary.)

912.7

Capitalize **epithets** added to proper names or applied to people. (C, E)

William the Conqueror
the Great Communicator
the Great Emancipator

912.8

Honorific titles and forms of address should be capitalized in any context. (C)

Her Majesty
His Eminence

912.9

When a **title follows a person's name** or when it is used in place of the person's name, it is lowercased. (AP, Con, CW, G) See also *The Gregg Reference Manual*, 10th Ed. 313b Note for reference to multiple people with titles.

John F. Kennedy, president of the United States
President Kennedy

912.10

When titles are used as **part of a descriptive phrase** to identify a person rather than as a person's official title, the title is lowercased. **(B, G, HB, MW)**

Lee Iacocca, president of Chrysler Corporation
Professor Perry

912.11

Do not capitalize **occupational titles** preceding a name. Occupational titles can be distinguished from official titles in that only official titles can be used with a last name alone. Since one would not address a person as "Author Mailer" or "Publisher Johnson," these are not official titles and should not be capitalized. **(AP, G)**

astronaut John Glenn
drama critic Simon Ritchey

but

Pastor Schmidt

912.12

Do not capitalize *former, late, ex-, or -elect* when used with titles. **(G)**

912.13

Titles are also capitalized when **referring to more than one name**. **(C)**

Mayors Cermak and Walter

912.14

Names of **members and adherents of organized bodies** are capitalized to distinguish them from the same words used merely in a descriptive sense. **(US)**

a Boy Scout an Elk a Republican

912.15

Capitalize terms like *democrat, socialist, and communist* when they signify **formal membership in a political party** but not when they merely signify belief in a certain philosophy. **(G)**

912.16

Words of family relationship preceding or used in place of a person's name are capitalized. **(B, MW)** Do not capitalize family titles when they are preceded by possessives. **(AP, C, CW, G)** Capitalize words such as *Father* and *Mother* when used in address. **(E)**

Cousin Mary
I know when Mother's birthday is.
I know when my mother's birthday is.
"Will Cousin Ed lead the singing, Dad?" his son asked.

Yes, Mother, I am going.
We're going to Great-grandma's house.

912.17

Affectionate terms, such as *honey*, *dear*, *sweetheart*, and so on, are lowercased. (CW)

912.18

Words designating **languages, nationalities, peoples, races, religious groups, and tribes** are capitalized. Designations based on color, size, or local usage are usually lowercased. (B, C, G, HB, MW, US)

| | |
|------------|------------|
| aborigine | highlander |
| bushman | Latin |
| Caucasians | Christians |

912.19

Terms designating **academic years** are lowercased. (C)

| | |
|-----------|--------|
| freshman | junior |
| sophomore | senior |

10. Compounds

1001 General Compounds

1001.1

Consult a current edition of *Merriam-Webster's Collegiate Dictionary* when you are not sure of the form of compounds, since some are connected with hyphens, some are written as open compounds, and others are written as one word. (HB)

| | |
|---------------|------------|
| crossbreed | eye chart |
| cross-examine | eye-opener |
| cross fire | eyewitness |

1001.2

The trend in spelling compound words has for some years been away from the use of hyphens. There is a tendency to **spell compounds solid as soon as acceptance warrants** their being considered permanent compounds and, otherwise, to spell them open. (C)

1001.3

Do not use a hyphen to form a **temporary or made-up compound** if the meaning is clear and readability is not aided. (US)

atomic energy power
land bank loan
social security pension

1001.4

Unless otherwise indicated, a **derivative of a compound** retains the solid or hyphenated form of the original compound. (US)

| | | |
|-------------------|------------|------------------|
| cold-bloodedness | outlawry | self-sacrificing |
| cross-examination | railroader | |

1001.5

Words are usually combined to express a **literal or nonliteral (figurative) unit idea** that would not be as clearly expressed in unconnected succession. (US)

| | | |
|-----------|-----------|--------------|
| afterglow | gentleman | right-of-way |
|-----------|-----------|--------------|

1001.6

Hyphenate any new creations including a **prepositional phrase describing a character**. (B, C)

| | |
|------------------|-----------------------|
| stick-in-the-mud | Alice-sit-by-the-fire |
|------------------|-----------------------|

1001.7

In **fractions**, connect the numerator and denominator with a hyphen unless either already contains a hyphen. (B, C)

two-thirds

four and five-sevenths

three sixty-fourths

1001.8

Capitalizing hyphenated and open **compounds in titles** may be simplified by application of the following rule: First elements are always capitalized; subsequent elements are capitalized unless they are articles, two- and three-letter prepositions, coordinating conjunctions, or such modifiers as *flat*, *sharp*, and *natural* following musical key symbols; second elements attached to prefixes are not capitalized unless they are proper nouns or proper adjectives. If a compound comes at the end of the title, its final element, whatever part of speech it may be, is always capitalized. (C) (*See also* 1003.20 and 2206.2 for compound numerals.)

A Run-In With Authorities (*In*, as used here, is part of a compound noun,
not a preposition)

E-flat Concerto

Investigating Quasi-Corporations

New Do-It-Yourself Landscaping Guide

Trans-Siberian Railway

Churchill's End-of-Day Message

1002 Nouns

1002.1

Hyphenate a compound noun formed of **repetitive or conflicting terms** and a compound naming the same thing under two aspects. (US)

boogie-woogie

murder-suicide

1002.2

In a number of compound nouns, the first element is a proper noun or adjective and the second element is a common noun. In such cases **capitalize only the first element**, since the compound as a whole is a common noun. (G, MW)

English-speaking

1002.3

Treat a **compound noun like** *problem solving* as two words unless your dictionary specifically shows it as solid or hyphenated. (G)

1002.4

Some solid and hyphenated compound nouns closely **resemble verb phrases**. Be sure, however, to treat the elements in a verb phrase as separate words. (G)

operate a *drive-in*

drive in to your dealer's

1002.5

Print solid **two nouns that form a third** when the compound has only one primary accent, especially when the prefixed noun consists of only one syllable or when one of the elements loses its original accent. (US)

airship

fishmonger

locksmith

1002.6

Print solid a **noun consisting of a short verb and an adverb** as its second element, except when the use of the solid form would interfere with comprehension. (US)

breakdown

runoff

throwaway

1002.7

Use hyphens in a **prepositional-phrase compound noun** consisting of three or more words. (US)

mother-in-law

stick-in-the-mud

1002.8

There are many **exceptions** to the rule of compounds made up of nouns and prepositional phrases. (E, US)

commander in chief
editor in chief

lady of the house
man of the world

1002.9

Civil and military titles are not hyphenated. (E, G)

attorney at law

chief of police

1002.10

Print a **compound personal pronoun** as one word. (US)

herself

ourselves

yourself

1002.11

Hyphenate a **compound that lacks a noun** as one of its elements. (G)

free-for-all

| | | |
|---------------|------------|---------------|
| hand-me-downs | <i>but</i> | ups and downs |
| has-been | <i>but</i> | wear and tear |

1002.12

An *s* is added to the last word of a compound to **form the plural** if the words are roughly equal in importance. If the parts of the compound are not equal—especially when a noun is combined with other parts of speech—then *s* is added to the noun. **(B)**

| | | |
|---------------|----------------|-----------|
| breakthroughs | city-states | passersby |
| bucket seats | fathers-in-law | |

1002.13

Add an apostrophe and *s* to the last word to **form the possessive case** of a compound word or word group. Add only an apostrophe if the word ends in *s* or an *s* sound. **(B, HB)**

My father-in-law's birthday was yesterday.
The council president's address was a bore.

1003 Modifiers

1003.1

When a **temporary compound is used as an adjective** before a noun, it is often hyphenated to avoid misleading the reader. **(C)**

| | | |
|---------------------|------------|---------------------|
| a fast sailing-ship | | a fast-sailing ship |
| competent shoemaker | <i>but</i> | wooden-shoe maker |
| retail shoe dept. | | running-shoe dept. |

1003.2

A number of adjective-noun combinations and noun-noun combinations are actually well-established **compound nouns serving as adjectives**. Because they are easily grasped as a unit, they do not require a hyphen. **(G)**

| | |
|----------------------|--------------------|
| life insurance agent | real estate broker |
|----------------------|--------------------|

1003.3

Hyphenate the elements of a **compound adjective** that occurs before a noun, but when these expressions occur elsewhere in the sentence, drop the hyphen if the individual words occur in a normal order and in a normal form. **(B, G)** Check *Merriam-Webster's Collegiate*

Dictionary, 11th Ed. for hyphenated adjectives. These retain the hyphen when used as predicate adjectives.

an X-ray treatment

an up-to-date report

Alternate use

It can be treated by an X ray.

(object of preposition)

Please bring the report up to date.

(prepositional phrase)

1003.4

A **hyphenated compound adjective** (or an *of* phrase) is used to show possession of inanimate objects.

an extension of one year

a one-year extension

not

one-year's extension

1003.5

Print **combination color terms** as separate words, but use a hyphen when such color terms are unit modifiers. (US)

orange red

orange-red blanket

1003.6

A **color term** in which elements are of equal importance is hyphenated, but if the first element modifies the second, it is left open. (C, G)

black-and-white print

coal black

blue-green algae

reddish orange

red-green color blindness

bluish green paint

1003.7

Do not use a hyphen if the **second element** in a compound predicate adjective or predicate noun is a **present or past participle**, if the predicate modifier is comparative or superlative degree, or if the first element of a two-word modifier is comparative or superlative. (US)

The effects were far reaching. (present participle)

The paper is fine grained. (past participle)

The cars are higher priced. (comparative predicate modifier)

better drained soil (comparative two-word modifier)

highest priced apartment (superlative two-word modifier)

a well-built house

but

a house that is well built

a ten-year-old son

a son who is ten years old

1003.8

Many combinations that are hyphenated **before a noun** are not hyphenated **after a noun**. (AP) Check *Merriam-Webster's Collegiate Dictionary*, 11th ed., for hyphenated adjectives. These may retain the hyphen when used as predicate adjectives. *See also* Gregg 815b examples regarding inverted and altered word order.

She works full time.

She was a full-time worker.

That worker is full-time. (predicate adjective)

His fame, well deserved and worldwide, rests on his scientific achievements.

R. A. Torrey's anecdote was well-timed.

Ken's remark was timed well.

1003.9

Hyphenate all **object and present participle combinations** before the noun. A few permanent compounds (e.g., *thought-provoking*) retain their hyphenation after the noun. (C)

decision-making board

thirst-quenching drink

dust-catching decoration

1003.10

The following kinds of **compound adjectives** almost always need to be hyphenated before the noun: noun and adjective; noun and participle; adjective and participle; adjective, noun, and *-ed*. (G)

age-old

law-abiding

hard-hitting

one-sided

1003.11

Certain **dual heritage groups** that are adjectives are always hyphenated. (E)

German-American

Anglo-Indian

Indo-European

African-American

1003.12

Do not hyphenate the elements in a **proper name used as an adjective**. (G)

a Supreme Court decision

the Republican party platform

1003.13

Hyphenate **repeated or rhyming** words used before a noun as well as two adjectives that express the **dual nature** of the thing to which they refer. (G)

an artsy-craftsy boutique

a go-go attitude

a true-false test

a compound-complex sentence

1003.14

Do not hyphenate a **unit modifier** containing a letter or a numeral as its second element. (US)

article 3 provisions

grade A milk

1003.15

When a **number and a noun** form a one-thought modifier *before* a noun, make the noun singular and hyphenate the expression. When the expression has normal form and a normal function elsewhere in the sentence, do not hyphenate it. (G)

a one-way street

a street that runs only one way

20th-century art

but

art of the 20th century

1003.16

Hyphens are unnecessary in **compound modifiers containing an -ly adverb**, even when these fall before the noun. (AP, B, C, HB)

clearly defined terms

swiftly moving train

1003.17

Do not use a hyphen with the adverb **very**. (AP)

a very moving story

a very hard-working person

1003.18

Sometimes **adverb-adjective combinations and adverb-participle combinations** are hyphenated before the noun, and sometimes the combinations are not hyphenated. Use hyphens when they are necessary for clarity; however, be consistent within a work where these combinations are repeated. (C)

ever-fruitful

much-loved

long-suffering

a rather irritating delay

1003.19

Compound adjectives **involving two numbers** (as in ratios and scores) are expressed as follows: (G)

a 50-50 chance

but

20/20 vision

a 1000-to-1 possibility

a 3-to-1 ratio or 3:1 ratio

an 18-7 victory over the Giants

but

a ratio of 3 to 1

1003.20

The second element of a **compound numeral** is not capitalized in titles. (US)

1003.21

Use a hyphen when **compounding numerals** with other words. (E)

20-foot pole

five-o'clock tea

1004 Prefixes and Suffixes

1004.1

Nearly all compounds formed with the prefixes that follow are closed, whether they are nouns, verbs, adjectives, or adverbs. (C)

| | | | |
|---------|-------|--------|-------|
| ante | intra | over | sub |
| anti | macro | post | super |
| bi | meta | pre | supra |
| bio | micro | pro | trans |
| co | mid | proto | ultra |
| counter | mini | pseudo | un |
| extra | multi | re | under |
| infra | neo | semi | |
| inter | non | socio | |

Exceptions

capitalized words or numerals
homographs
more than one word
prefix standing alone
repeated vowel

mid-August, pre-1914
re-create
pre-Civil War
over- and underused
anti-inflammatory

1004.2

Print solid **combining forms and prefixes and combining forms and suffixes**, except as indicated elsewhere. (US)

bylaw
infrared

reenact
stepfather

fourfold
wavelike

1004.3

The prefixes **self-** (E, US), **all-**, **ex-** (meaning former), and **half-** generally use hyphens unless the word is listed otherwise in *Merriam-Webster's Collegiate Dictionary*, 11th Ed. (CW) When using an **e** (meaning "electronic"), use *e* with a hyphen: e-mail, e-book, e-commerce. (D)

all-faiths meeting
ex-pastor
half-pint

halfway (Webster's dictionary)
self-sacrifice

1004.4

Except after the short prefixes *co-*, *de-*, *pre-*, *pro-*, and *re-*, which are generally printed solid, a hyphen is used to **avoid doubling a vowel or tripling a consonant**. (US)

brass-smith semi-independent ultra-atomic

1004.5

Any temporary **adjectival cross- compounds** can be safely hyphenated.

cross-country crossbred
cross-cultural *but*
cross-referenced crosstown

1004.6

Hyphenate an adjective plus a noun to which the **suffix -ed** has been added when it precedes the noun. (C)

able-bodied coarse-grained wood even-handed
school-aged *not* school-age

1004.7

With few exceptions, *high-* and *low-* adjectival compounds are hyphenated in any position. (C)

high-class highborn
high-level job *but*
low-lying lowbred

1004.8

Hyphenate all *-in-laws* and *great-* relatives. (C)

1004.9

Hyphenate a **number and the word odd or plus** before or after a noun and hyphenate a **number with a unit of measurement** if it precedes a noun. (C, G)

20-odd performances 10-foot pole
I now simply give my age as 40-plus.

1004.10

Hyphenate adjectival *quasi-* compounds whether they precede or follow the noun. (C)

quasi-public corporation
The form of government was quasi-legislative.

1004.11

Hyphenate all compounds with *well-*, *ill-*, *better-*, *best-*, *little-*, *lesser-*, etc., before the noun unless the expression carries a modifier. (C)

| | | |
|------------------|------------|-------------------|
| ill-favored girl | | |
| well-known man | <i>but</i> | He is well known. |

1004.12

Hyphenate *-elect* compounds. If an *-elect* compound contains two or more words, do not hyphenate. (C)

| | | |
|---------------|------------|-----------------------|
| senator-elect | <i>but</i> | county assessor elect |
|---------------|------------|-----------------------|

1004.13

Print solid **words ending in -like**, but use a hyphen to avoid tripling a consonant or when the first element is a proper name. (US)

| | | |
|-----------|---------------|-----------------------|
| bell-like | lilylike | |
| lifelike | Scotland-like | <i>but</i> Christlike |

1004.14

There are a few exceptions to the closed-style rule for prefixes. Hyphenate compounds in which the **second element is a capitalized word or a numeral**, compounds that must be distinguished from homonyms, compounds in which the second element consists of more than one word, and also a few compounds in which the last letter of the prefix is the same as the first letter of the word following. (C)

| | | |
|--------------|----------|-----------------------------|
| anti-Semitic | pre-1914 | semi-independent |
| co-op | re-cover | non-English-speaking people |
| un-ionized | | |

1004.15

Use a hyphen to **avoid ambiguity** or an awkward combination of letters or syllables between a prefix and the root or a suffix and the root. (B, HB)

| | | |
|-----------------------|------------|----------------------|
| to re-sign a petition | | to resign a position |
| semi-independent | <i>but</i> | shell-like |

1004.16

The **en dash** is used in place of the hyphen if one of the elements is an open compound or when two or more of the elements are hyphenated compounds. (C) **See also Hyphens, section 20.**

| | |
|------------------|----------------------------------|
| pre–Civil War | quasi-public–quasi-judicial body |
| high school–aged | |

11. Confusing Words and Phrases

| | |
|-------------------|---|
| ability | Being able to do something |
| capacity | The amount that can be contained in something |
| about | Approximately |
| around | Circling |
| accede | To comply; attain |
| exceed | To surpass |
| accent | To emphasize or stress |
| ascent | Going up something |
| assent | To agree |
| accept | To receive willingly |
| except | To leave out; exclude |
| access | Right to use; approach |
| assess | To estimate; determine rate of; to subject to tax |
| excess | Surplus |
| adapt | Change to suit; conform |
| adept | Proficient |
| adopt | To choose; to take as one's own |
| addition | Something added; an increase |
| edition | Books printed at same time |
| admission | Permitted entrance, to which are attached certain rights and privileges |
| admittance | Physical entry |
| adverse | Opposed; unfavorable |
| averse | Disinclined |
| advice | Information; recommendation |
| advise | To give counsel; to inform |
| affect | To influence; to alter; to change |
| effect | To bring about; the result |
| aggravate | To make worse |
| irritate | To provoke anger, discomfort, or displeasure |

| | |
|---------------------|---|
| ago | Gone by; past |
| since | Continuously from a time in the past until the present |
| agree to | Going along with a plan or suggestion |
| agree with | Going along with a person; one thing going along with another |
| aid | Assistance |
| aide | Military assistant |
| alimentary | Of or relating to food or nutrition |
| elementary | Fundamental |
| allot | To distribute |
| a lot | Much or many (no such word as <i>alot</i>) |
| allowed | Permitted |
| aloud | Audibly |
| all ready | Prepared |
| already | Previously |
| all right | Use in formal writing |
| alright | Do not use in formal writing |
| all together | Collectively |
| altogether | Completely |
| allude | Mention indirectly |
| elude | Evade; baffle |
| refer | To mention directly |
| allusion | Indirect reference; a hint |
| delusion | Mistaken belief that is fixed in the mind |
| illusion | An unreal image; false impression |
| altar | Platform for sacrifices |
| alter | To vary; modify |
| alternate | Verb: To change back and forth Noun: Substitute Adjective: By turns—first one, then the other |
| alternative | Noun or adjective: Another choice |
| although | Expresses concession |
| whereas | Expresses contrast |

| | |
|-------------------|---|
| amateur | One who does a favored activity as a pastime |
| novice | A beginner in a field or activity |
| amid | Use when what is referred to is uncountable |
| among | Use when referring to more than two countable things |
| between | Use with two persons, objects, or ideas |
| amount | Use with uncountable nouns or when referring to a unified mass |
| number | Use with countable objects |
| angry at | Use with a situation |
| angry with | Use with a person |
| anticipate | To foresee and prepare for |
| expect | To look forward to |
| anxious | When you're worried about something |
| eager | When you look forward to something with pleasant feelings |
| anyone | Any person |
| any one | A specific person in a group |
| appraise | Size up |
| advise | Inform |
| apprehend | Grasp the meaning of something |
| comprehend | Understand something fully |
| apt | Suggests a habitual tendency |
| liable | Implies exposure to something undesirable or unpleasant |
| likely | Emphasizes probability |
| as | While |
| because | Since |
| as | Use when there is a verb following as: We live as people DID in the past. |
| like | Use when there is no verb: We work like dogs. |
| assure | To give a guarantee to someone; assure you |
| ensure | To make safe or certain; ensure that |
| insure | Speaking about insurance |
| at | Use to designate a local point or points along a course |
| in | Use to mean within |

| | |
|--------------------|---|
| awhile | Adverb: Use with a verb: REST awhile. |
| a while | Noun: Use with a preposition: Rest FOR a while |
| bad | Adjective |
| badly | Adverb |
| balance | Use in reference to accounting or money or to talk about equilibrium |
| remainder | Use to talk about the rest of something |
| because of | By reason of; on account of |
| due to | Attributable to (use after <i>is, was, were, am, will be</i>) |
| beside | Next to; at the side of |
| besides | Except; in addition to |
| biannual | Twice a year |
| biennial | Every other year |
| big | Refers to physical size; use for bulk, weight, mass, volume |
| great | Implies mental ability and outstanding qualities; use to show that something is important |
| large | Use for dimensions, quantity, capacity, or extent |
| bimonthly | Every two months or twice a month |
| semimonthly | Twice a month |
| bloc | A group; combination |
| block | To obstruct |
| born | Brought forth by birth; came into being |
| borne | Carried |
| both | Two considered together |
| each | Considered separately |
| breach | A breaking |
| breech | Lower part |
| bridal | Of a wedding |
| bridle | Control; restrain |
| bring | Movement toward the speaker: You bring something HERE. |
| take | Movement away from the speaker: You take something THERE. |

| | |
|----------------------|--|
| broach | To talk about; to introduce; to tap a cask |
| brooch | An ornamental breast pin |
| calendar | Record of time; register |
| calender | Finishing machine for paper or cloth |
| colander | Strainer |
| callous | Insensitive; unfeeling |
| callus | Hardened place on the skin |
| can | Having the ability and power |
| may | Implies permission is needed |
| cannon | Large gun |
| canon | Law or decree |
| can not | Emphasizes <i>not</i> |
| cannot but | Indicates irreversibility |
| canter | Easy gallop |
| cantor | Church singer |
| canvas | Heavy, coarse fabric |
| canvass | Go through a city or district soliciting votes or donations |
| capital | Use when referring to money, a city, or a letter |
| capitol | Use when referring to the building |
| carat | Unit of weight employed to measure gem stones |
| caret | Editor's mark to indicate where missing material is to be inserted |
| karat | Unit of fineness employed when measuring the purity of gold |
| cement | It's dry |
| concrete | It's wet, then dry (a mixture of cement, sand, gravel, water) |
| censor | Somebody who judges something |
| censure | What a judge does; to show disapproval |
| center around | Incorrect (illogical because you can't be around the center) |
| center on | Correct |
| ceremonial | Referring to that which is formally suitable for a ceremony (only used with things) |
| ceremonious | Formal; may refer to an elaborately polite person or to someone who is pompous (used with persons or things) |

| | |
|----------------------------------|---|
| character reputation | What a person is What others think of a person |
| cite | To quote |
| sight | Vision |
| site | A location |
| climactic | Deals with a climax |
| climatic | Deals with the weather |
| coarse | Rough to the touch |
| course | Path over which something moves; what you take in college |
| compare to | Show resemblance between two things—likeness isn't real (metaphoric) |
| compare with | Actual comparison between two similar things |
| complement compliment | Something that fills up, completes, or makes perfect A formal expression of admiration; a flattering remark |
| compose | Make up; to form |
| comprise | Contain; include within |
| conscious | What we feel within ourselves |
| aware | To know or realize something by perception or through information |
| contemptible | Deserving of scorn |
| contemptuous | Feeling or showing scorn |
| continual | Continuing with interruptions |
| continuous | Continuing without interruptions (e.g., water from a tap) |
| convince | Cause someone to believe |
| persuade | Cause someone to act |
| corespondent | One charged as the paramour in a divorce action (respondent/ <i>co</i> -respondent) |
| correspondent | One who exchanges letters with another |
| council | An assembly or meeting for consultation; a group elected or appointed as an advisory or legislative body |
| counsel | Advice given especially as a result of consultation; a lawyer engaged in the trial or management of a case in court |
| councilor | A member of a council |
| counselor | A lawyer or advisor |

| | |
|-------------------|--|
| credible | Worthy of belief; plausible |
| creditable | Deserving commendation; praiseworthy |
| credulous | Gullible; quick to believe on slight evidence |
| decease | Death |
| disease | Illness |
| decedent | One who is dead |
| descendant | One descended from another or from common stock |
| dissident | Disagreement |
| decent | Suitable; good; respectable |
| descent | Going down; lineage |
| dissent | Disagreement |
| decimate | Destroy much; kill a large part of (literally kill 1/10) |
| annihilate | Destroy completely; wipe out of existence |
| decree | An edict; a law |
| degree | A grade; a step |
| deduce | Reach a conclusion by reasoning |
| deduct | Take away a quantity from another; to subtract |
| defer | To put off until later |
| differ | To be different |
| deference | Respect; esteem |
| difference | A dispute; being unlike |
| demean | Debase; lower |
| demesne | Estate; land |
| deprecate | To put down |
| depreciate | To lose value |
| desert | Arid land |
| deserts | Something deserved; that which is due |
| dessert | Sweet course served at the end of a meal |
| desperate | Extreme urgency; near hopelessness |
| disparate | Altogether unlike; sharply distinguished from |
| device | A contrivance |
| devise | To convey; plan |

| | |
|----------------------|---|
| disburse | To pay out |
| disperse | To scatter |
| discreet | Prudent and judicious |
| discrete | Separate; unattached; unrelated |
| discriminate | Perceive differences, then evaluate them |
| distinguish | Recognize qualities or features of something that make it different from the others |
| disinterested | Impartial; unbiased; having no self-interest |
| uninterested | Bored; unconcerned; not interested |
| divers | Various or sundry |
| diverse | Unlike; of a different kind |
| dock | The area of water beside or between piers |
| pier | A platform extending from the shore of the water |
| wharf | A landing place |
| each other | Use with two persons or things (may be exceptions) |
| one another | Use with more than two (may be exceptions) |
| effective | Something that performs its function well |
| efficient | Something that doesn't waste time, expense, power, or money |
| e.g. | For example |
| i.e. | That is (further explanation of what was said) |
| electric | Anything that produces, carries, or is started by electricity |
| electrical | Anything that pertains to but doesn't carry electricity |
| elicit | Bring out; draw forth |
| extract | Implies a sense of force |
| illicit | Unlawful; prohibited |
| elusive | Tending to evade the grasp |
| illusive | Based on or producing illusion |
| emigrate | To leave |
| immigrate | To enter |
| empty | Containing nothing |
| vacant | Unoccupied |

| | |
|---------------------|---|
| enormity | Excessive wickedness or outrageousness |
| enormousness | Hugeness; vastness |
| epigraph | Inscription on statue, building, or tomb |
| epitaph | Inscription on tombstone or monument in memory of a dead person |
| especially | Particularly; more than others |
| specially | For a specific purpose; for a designated reason |
| eternal | Without beginning or end |
| everlasting | Lasting forever; going on without end |
| everyone | Means the same as everybody |
| every one | Refers to individual members of a group |
| evidence | Information that contributes to the discovery of truth |
| testimony | A type of evidence; statements of witnesses that may be true or false |
| expect | Count upon; look forward to |
| suppose | Guess |
| famous | Favorably well known |
| notorious | Unfavorably well known |
| farther | Referring to space; distance (His house is farther from town.) |
| further | To promote; referring to thought; degree; extent |
| faze | To daunt; disturb |
| phase | A state of development; stage |
| feat | An act of skill |
| feet | Plural of foot |
| fewer | Use in reference to number |
| less | Use in reference to volume |
| finish | To end or stop |
| complete | Arrive at a point where there's nothing more to do |
| flair | An ability; an artistic style |
| flare | To flame; to curve outward |
| flammable | Can catch on fire |
| inflammable | Easily inflamed |
| nonflammable | Can't catch on fire |

| | |
|------------------|--|
| flaunt | To show off |
| flout | To be disrespectful to authority |
| forbear | Refrain; abstain |
| forebear | Ancestor |
| forceful | Vigorous and effective |
| forcible | Used with physical force |
| forego | To precede |
| forgo | To relinquish; abstain |
| foreword | Preface; introduction to a book |
| forward | Near the front; situated in advance |
| formally | Ceremoniously |
| formerly | In times past |
| forth | Away; forward |
| fourth | A number |
| good | Adjective |
| well | Adverb <i>Exception: I feel well.</i> |
| grisly | Horrifying; gruesome |
| grizzly | Gray; flecked with gray |
| guarantee | Verb: To pledge |
| guaranty | Noun: Pledge or assurance |
| hail | To greet; to call out; to name by way of tribute |
| hail from | To come from; referring to birthplace |
| hale | To compel to go |
| hanged | Refers to a person |
| hung | Refers to an object |
| healthful | Health-giving |
| healthy | In good health or condition |
| hear | To listen |
| here | In this place |

| | |
|---------------------|---|
| hearsay | Rumor; gossip |
| heresy | Opposed to established view or doctrines |
| historic | Use when thing referred to is important, memorable, or famous |
| historical | Concerned with or relating to history |
| hoard | Accumulation; a secret store of something |
| horde | A swarm or multitude |
| hole | An opening |
| whole | Intact; entire |
| home | The basis or essence of family life |
| house | Dwelling; structure in which people live |
| human | Pertaining to people |
| humane | Benevolent |
| i.e. | That is |
| e.g. | for example |
| if | Conditional |
| whether | Always means whether or not |
| immature | Not full-grown |
| premature | Not ready; too soon |
| imply | Suggest; express indirectly; hint |
| infer | Draw a conclusion |
| in behalf of | In the interest of; for the benefit of |
| on behalf of | On the part of; as the agent of |
| incite | Stir up; rouse |
| insight | Understanding |
| incomparable | Something that is peerless, beyond comparison |
| uncomparable | Can't be compared because of no similarities |
| incredible | Too extraordinary to be believed |
| incredulous | Not ready or unwilling to believe |
| indict | To accuse one of crime |
| indite | To compose and write |

| | |
|---------------------|--|
| inequity | Unfairness |
| iniquity | Sin |
| ingenious | Skillful; clever; resourceful |
| ingenuous | Simple; frank; candid |
| intend | To have in mind |
| propose | Suggest; nominate |
| irregardless | Incorrect; no such word |
| regardless | Correct |
| it's | Contraction of <i>it is</i> |
| its | Possessive form |
| judicial | Pertaining to the courts of law and to judges |
| judicious | Showing sound judgment; that which is well calculated, wise, prudent |
| junction | Indicates a meeting or crossroads |
| juncture | A point of time or a critical moment when things come together |
| know | To be aware; to recognize; to understand |
| realize | Apprehend so thoroughly as to grasp possible consequences |
| later | A time after this one |
| latter | The last in a list |
| lay | Refers to a thing |
| lie | Refers to a person |
| lead | A metal |
| led | Guided |
| leave | Depart |
| let | Permit |
| lend | Let another have or use for a time |
| loan | What you give when you lend |
| linage | Preferred spelling for the number of lines; also lineage |
| lineage | Lineal descent from a common ancestor |
| loath | Adjective: Reluctant |
| loathe | Verb: To detest |

| | |
|------------------|---|
| loose | Free or unfastened |
| lose | To misplace something |
| luxuriant | Fruitful; teeming; abundant |
| luxurious | Characterized by luxury or sumptuousness; costly |
| mail | Correspondence |
| male | Masculine |
| mantel | Shelf |
| mantle | Cloak |
| marital | Of marriage |
| martial | Of war; military |
| marshal | Noun: An officer |
| | Verb: To array; to direct |
| martial | Of the military |
| masterful | Powerful; forceful; domineering |
| masterly | Possessing the skill of a master; highly proficient |
| material | Adjective: Important; essential |
| | Noun: Elements or constituents |
| materiel | Materials necessary to an enterprise |
| may | Use in the present tense |
| might | Use in the past tense |
| maybe | Adverb: Perhaps |
| may be | Verb: Possible |
| mean | Adjective: Poor; ignoble; middle |
| | Noun: Middle |
| | Verb: Purpose |
| mien | Appearance |
| meantime | Noun: Interval between one event and another |
| meanwhile | Adverb: For intervening time |
| medal | A badge of honor |
| meddle | To interfere |
| meets | Encounters |
| metes | Boundaries |

| | |
|--------------------|---|
| militate | Have an adverse effect or influence on |
| mitigate | To moderate; to soften; to assuage; to lessen the severity of |
| miner | Mine worker |
| minor | Adjective: Lesser Noun: One who is under age |
| nauseated | Driven to point of illness (what you are) |
| nauseous | Causing nausea or disgust (giver, not sufferer) |
| neglect | Most often used with reference to a particular instance |
| negligence | Repeated or habitual neglect |
| not | No; a negation |
| knot | A fastening; a lump |
| observance | Act of complying with a rule, custom, command, or ceremony |
| observation | Paying attention; noticing |
| onto | Preposition: Implies change of position; movement toward |
| on to | Use when <i>on</i> is part of the verb and <i>to</i> is the preposition. (I held on to the steering wheel.) |
| ordinance | Law of local government |
| ordnance | Arms; munitions; weapons |
| other | Adjective: Different |
| otherwise | Adverb: In a different manner |
| over | Don't use when you mean more than |
| more than | I saw more than 20 eagles. |
| packed | Arranged compactly |
| pact | An agreement |
| pain | Suffering |
| pane | Window glass |
| parol | Oral |
| parole | Release on condition of good behavior of a prisoner whose sentence hasn't yet expired |
| probation | The suspension of a sentence of a person convicted but not yet imprisoned |

| | |
|---|---|
| passed past | Past tense of pass; moved along Gone by; beyond in degree |
| people persons | A group of persons Small number or an exact number of individuals |
| persecute prosecute | To treat cruelly without cause To punish by the law |
| personal personnel | Of, relating to, or affecting a person; private Employees |
| perspicacious, perspicacity perspicuous, perspicuity | Having keen mental perception, shrewdness, insight Clear to the understanding; lucid |
| practicable practical | Feasible; able to be done; capable of putting into practice Useful; sensible; as opposed to theoretical |
| precipitate precipitous | Hasty; rash; impulsive Steep; perpendicular; sheer |
| premier première | Noun: Chief official Adjective: First in time Noun: First performance; first or leading woman performer |
| prescribe proscribe | Order; set down a rule or guide Condemn; prohibit; outlaw |
| presently at present | Soon Now |
| principal principle | Noun: Chief person; director; initial amount of money invested Adjective: Foremost; most important Noun: Basic belief or ethic; moral guide |
| prophecy prophesy | Noun: A prediction Verb: To make a prediction |
| prostate prostrate | The gland Stretched out on the floor |
| proved proven | Past tense of prove Participle; use when describing something |

| | |
|--|---|
| purposefully purposely | With purpose and determination Intentionally |
| quiet quite | Still; calm; marked by little or no motion or activity To a considerable degree |
| raise rise | Refers to an object; takes someone to do it Usually refers to a person; rises by itself |
| recollect remember | Make an effort to bring to consciousness what has been stored in memory Call back to mind with no conscious effort; recall |
| regretful, regretfully regrettable, regrettably | Refers to feelings of regret or sorrow, applied only to people Denotes happening or condition that causes regret |
| reign rein | To rule; prevail To restrain; guide |
| rend render | To tear something apart To boil something down; to give over |
| residence residents | Home Inhabitants |
| resister resistor | One who or that which resists An electrical device |
| respectfully respectively | Having respect for somebody In the order mentioned |
| reticent reluctant | Disinclined to speak freely Averse or unwilling |
| rifle rifle | To leaf rapidly through To ransack, pillage, plunder |
| rob steal | Has as its object either a person or a place Has as its object the thing taken |
| role roll | A part or character Membership list; a bun |

| | |
|--------------------|---|
| rout | An overwhelming defeat; a crowd of people |
| route | A way or course |
| sensual | Pertaining to gratification of the senses (use with actions) |
| sensuous | Affecting the senses (use with things) |
| sewage | Waste material; refuse |
| sewerage | The system of sewers through which sewage is removed |
| shear | To cut |
| sheer | Thin; steep |
| sit | Refers to a person |
| set | Refers to an object |
| soluble | Able to be dissolved (usually used in substances with solvents) |
| solvable | Able to be solved (use in reference to problems) |
| sometime | Adverb |
| some time | Adjective and noun |
| specie | Hard money; coins |
| species | A biological classification |
| spiritual | That which affects the spirit or the soul |
| spirituous | Containing alcohol |
| stanch | To stop the flow of blood |
| staunch | Constant and steadfast in loyalty |
| stanza | Refers to a unit of poetry. In most hymns that would be the set of words for one cycle of the melody. |
| verse | A subdivision of a chapter from the Bible. Used in songs with a <i>Refrain</i> to indicate the varying text of a multiple-stanza hymn. The <i>Refrain</i> is the text that stays the same. Therefore, a stanza in a refrain hymn includes one verse and a refrain. |
| stationary | A fixed position |
| stationery | Material for writing or typing |
| stimulus | Anything that urges or arouses another person to action |
| stimulant | Something that temporarily quickens bodily action or mental processes |
| tear | A drop from the eye |
| tier | A layer |

| | |
|------------------|---|
| tenor | Wording of document; a high male voice |
| tenure | A holding of property or office |
| than | Use to compare things |
| then | At that time |
| that | Use with a restrictive clause |
| which | Use with a nonrestrictive clause |
| their | Belonging to them |
| there | At the place |
| they're | Contraction of <i>they are</i> |
| therefor | To that end |
| therefore | For the reason |
| threw | Past tense of <i>throw</i> |
| through | By means of; because of |
| to | Preposition |
| too | More than enough; also |
| two | Number |
| tortious | Involving a tort |
| tortuous | Winding; crooked |
| torturous | Extremely painful |
| toward | American preference |
| towards | British preference |
| troop | Soldiers, collectively; to move or gather in crowds |
| troupe | Company of actors |
| turbid | Not clear; cloudy; muddy |
| turgid | Bloated; swollen |
| valuable | Of great value; great monetary value |
| valued | Esteemed; held in high regard |
| venal | Corrupt; capable of being bribed |
| venial | Trivial; excusable; something that could be easily forgiven |

| | |
|----------------|---|
| verse | A subdivision of a chapter from the Bible. Used in songs with a <i>Refrain</i> to indicate the varying text of a multiple-stanza hymn. The <i>Refrain</i> is the text that stays the same. Therefore, a stanza in a refrain hymn includes one verse and a refrain. |
| stanza | Refers to a unit of poetry. In most hymns that would be the set of words for one cycle of the melody. |
| wade | To walk through water |
| weighed | Determined heaviness of |
| waist | Part of the body |
| waste | Use or spend unprofitably; squander or gradual loss |
| waive | Verb: To relinquish; to forgo |
| waiver | Noun: Relinquishment of a right |
| wave | Verb: Signal; swing or flutter Noun: Undulation of water, a hand motion |
| waver | To flutter; to vacillate; to totter |
| ware | Article of merchandise |
| wear | Noun: Clothing worn for a special occasion Verb: To have on |
| who's | Contraction of <i>who is</i> |
| whose | Possessive of <i>who</i> |
| your | Possessive of <i>you</i> |
| you're | Contraction of <i>you are</i> |

12. Indexes

1201

Two principal types of indexes are common to religious publishing: the subject–proper-name index and the Scripture index. (CW)

1202

Indexes are most commonly set in **double columns** to conserve space. (CW)

1203

All indexes are set in **flush-and-hang style**. The first line is set flush and the rest of the entry is indented. In run-in style, the subentries follow one another with no breaks between. In indented style each subentry begins a new line and is indented: Subentry runovers are further indented. If the main heading runs over, it should also be indented. (C, CW)

Run-in Style

Iraq, the (lower Tigris-Euphrates Valley), 48,125,138,245. *See also* Sawad; under Abbasids, 275,487; agricultural invest-ment by Sasanians in, 144,201-203; Arab conquest of, 301-307

Indented Style

Iraq, the (lower Tigris-Euphrates Valley), 48,125,138,245. *See also* Sawad
under Abbasids, 275,487
agricultural investment by Sasanians in, 144,201-203
Arab conquest of, 301-307

1204

Scripture indexes inform the reader of all the Scripture quotations used in a book. Usually they only contain references to verses actually quoted, but may include verses merely referred to. (CW)

1205

A **Scripture index** is usually set in **double columns** and is arranged in the same order as the books of the Bible. Within each book, entries are listed numerically by chapter and

verse. A chapter-only reference precedes any chapter-and-verse references for that same chapter. (CW)

| Genesis | | Exodus | |
|---------|----------|---------|-----|
| 1 | 71 | 6 | 27 |
| 1-3 | 113-115 | 6:14-25 | 28 |
| 1:1 | 7,12,117 | 15:21 | 33 |
| 2 | 47 | 16-18 | 112 |
| 3:15 | 122,143 | 16:4 | 133 |

1206

Names in indexes are listed last name first. (C)

1207

Academic titles like *Professor* and *Doctor*, used before a name, are not retained in indexing, nor are abbreviations of degrees following a name, like *Ph.D.*, *M.D.*, or *LL.D.* (C)

1208

Index listings can be **alphabetized either letter-by-letter or word-by-word**. The letter-by-letter mode follows each letter in the entry, ignoring word breaks, up to the first mark of punctuation. The word-by-word mode follows each letter until there is a word break and only uses the second and subsequent words when two or more headings begin with the same word(s). **Letter-by-letter** is the **preferred** form of alphabetizing. Both styles alphabetize as though words with hyphens or apostrophes were set solid. (C, CW)

1209

Acronyms, arbitrary combinations of letters, and most abbreviations, when used as headings, are alphabetized letter-by-letter. Exceptions are *St.* for “Saint” and *M* or *Mc* for “Mac.” (C)

1210

Numerals when isolated entries are alphabetized as though spelled out. (C) In catalogs, ads, etc., list numbered titles first. *See also* Chicago 15th 18.63 and 18.64.

nine-days war
911
North Sea

1211

In alphabetizing subheadings, **introductory articles** are disregarded. (C)

1212

Occasionally, subheadings are **arranged chronologically, numerically**, or in some other manner than alphabetically. (C, CW)

Dynasties, Egyptian: First, 10; Second, 12,141; Third, 45; Fourth, 47-49
Holmes, Oliver Wendell (1841-1935): childhood and youth, 20-26,40,
125,126; Civil War years, 70-84,92; at Harvard, 101-107,246

1213

An **inverted phrase** for the title of the main entry is punctuated with a comma to show the inversion. (C)

Balance of payments

Payments, balance of

1214

If the title is followed immediately by page references, a **comma** should appear **between the title and the first numeral** and between subsequent numerals. (C)

Payments, balance of, 16,19

1215

If the title is followed immediately by **subentries**, a **colon precedes** the first **subheading**. All **subsequent complete subentries** are followed by **semicolons**. These rules apply only to the **run-in style**. (C)

Payments, balance of: definition of, 16

Payments, balance of: definition of, 16; importance of, 19

1216

Note that there is **no punctuation at the end** of any complete entry. Discussion of a single point may begin, be interrupted, and then continue on subsequent pages. These facts must be indicated by appropriate punctuation within both main entries and subentries. (C)

Education, higher, 16,36-38,64-67,119,120; at Cambridge, 37,38,119; at Harvard,
16,64,65

1217

Cross-references should never be employed unless they actually **lead to additional information**, not just the same information indexed under other headings. (C)

1218

Note the differences between *see* and *see also* references. *See* references are used when the information the reader is looking for is **listed under another heading**. *See also* references take the reader to a **related topic** which may be useful for additional information. (C, CW)

Roman Catholic Church. *See* Catholicism

Iroquois Indians. *See* Indian tribes: Iroquois

Twain, Mark. *See* Samuel Clemens

Elizabethan Settlement, 11-15,17,43; and Hooker, 13,14. *See also* Catholicism; Church of England; Protestantism

1219

When **more than one principal heading** is cited, these should be separated by semicolons; if reference is to a subheading, its principal heading should be given first, followed by a colon or a comma and the subheading. Multiple cross-references are arranged in alphabetical order. (C)

See also American Indian Tribes; Iroquois Confederation: Mohawk

1220

A *See* or *See also* cross-reference at the end of an entry is **preceded by a period**, and two or more references are separated by semicolons. (C)

See *The Chicago Manual of Style* for additional information on the formation of indexes.

13. In-Text References

1301

Parenthetical formats have the advantage of providing essential and useful information within the text, without providing so much information that reading the text is impeded. (MW)

1302

Parenthetical references are placed **immediately after the quotation** or piece of information whose source they refer to. (B, MW) If incorporated into the sentence no end punctuation is needed. If reference, specifically for block quotes, comes **after the closing punctuation**, a period is included within the parentheses.

1303

The **content and style** of a parenthetical reference are determined by the bibliographical information that is included in the text around it. (MW)

1304

If an **author's name and the title** of the source are given **within the text**, a parenthetical reference contains **only the page number** of the work cited. Otherwise, a parenthetical reference contains the name of the author, the title of the source, and the page number. (B, G)

1305

If an **entire volume** of a multivolume work is being referred to, the abbreviation *Vol.* is used to make it clear that the number is a volume number and not a page number. (B, C, MW)

(García, Vol. 2.)

1306

For works of **multiple authorship** use names for two or three authors. (B, MW) "Author" here refers to the name under which the work is alphabetized in the works cited. It may refer to an editor, compiler, or organization as well as an author or group of authors. (C)

(Wyngen, Blynkin, and Nodd, p. 10.)

1307

For **more than three** authors use the name of the first followed by *et al.* or *and others*. (C, MW)

(Zipursky et al., p. 59.) [reference for a work by Zipursky, Hull, White, and Israels]

1308

Another option is to list **all the last names** of the authors or editors as they appear on the source's title page. (B)

(Lopez, Blum, Cameron, and Barnes, p. 362.)

1309

If possible, a reference should be placed just **before a mark of punctuation**. (MW) If this is impractical, the reference should be inserted at a logical place in the sentence. When all or part of the citation is incorporated into the sentence, it is not enclosed in parentheses. (C)

Before proceeding with a more detailed discussion of our methods of analysis, we will describe the system of scaling quantitative scores (Guilford, p. 52).
Various investigators (Jones and Carter, p. 119) have reported findings at variance with the foregoing.

1310

If your list of works cited includes two or more **works by the same author**, then your reference must tell the reader which of the author's works you are citing. Use the appropriate title or a shortened version of it in the parenthetical reference. (B, G)

(Gardner, *Arts*, pp. 144,145.)

1311

If you use a parenthetical reference to cite **more than a single work**, separate the citations by a semicolon. (B)

(Richards, p. 162; Gough and Hall, p. 201.)

1312

In a report or manuscript with **only a few bibliographic references** and no bibliography at the end, it is acceptable to insert the data in parentheses within the main text. If some of the

data, such as the author's name, is already provided in the main text, there is no need to repeat it in the textnote. (G)

. . . seven plans most commonly used and then to tentatively select in advance the plan that seems best suited to their needs. (Arnold D. Kahn, *Family Security Through Estate Planning*, 2nd ed., New York: McGraw Hill, 1983, pp. 62,63.)

1313 Luther's Works

1313.1

Cite *Luther's Works* of the American Edition as follows:

Luther, Martin. *Luther's Works*. Edited by Jaroslav Pelikan and Helmut T. Lehmann. American Edition. 55 vols. St. Louis: Concordia Publishing House; Philadelphia: Fortress Press, 1955-1986.

1313.2

If an **individual volume** is used, the volume number may be inserted after the edition.

Luther, Martin. *Luther's Works*. Edited by Jaroslav Pelikan and Helmut T. Lehmann. American Edition. Vol. 2. St. Louis: Concordia Publishing House; Philadelphia: Fortress Press, 1955-1986.

1313.3

Even though it may be argued that *Luther's Works* is the name of a series and not of an individual book, *Luther's Works* is italicized consistently throughout the literature.

1313.4

Italicize the titles of all of Luther's individual writings.

Luther's *Bondage of the Will*
Luther's *Freedom of the Christian*

See also Notes, Footnotes, and Endnotes; Numbers: 1701.29, chapter and volume designations; Capitalization: 901.7, chapter, part, figure, etc.

14. Italic

1401

A word or phrase may be set in italic type **for emphasis** if the *emphasis* might otherwise be lost. Seldom should as much as a sentence be set in italics for emphasis, and never a whole passage. Overuse of italics for emphasis defeats its own purpose. (C, CW, HB, US)

Let us dwell for a moment upon the idea of *conscious* participation.
How do we learn to think in terms of *wholes*?

1402

Key terms in a discussion, terms with special meaning, and in general, terms to which the reader's attention is directed such as terms in a technical explanation, are often italicized on first use and set in roman thereafter. (C, CW, HB) See NPH music style for musical terms.

As will appear in the following pages, *obstructionism* and *delaying tactics*
have been the chief weapons of this group.
Tabular matter is copy, usually consisting of figures, that is set in columns.

1403

In a formal **definition**, the word to be defined is usually italicized and the definition quoted. In this way the two elements may be easily distinguished. (G)

The verb *prevaricate* (a polite way of saying "to lie") comes from the Latin word *praevaricari*, which means "to go zigzag, to walk crookedly."
The gap is narrow between *mead* "a beverage" and *mead* "a meadow."

1404

References to **words as words** and **letters as letters** are commonly italicized. (C, HB, G)
When a word is quoted from a specific context, quotation marks, not italics, should be used. (CW) See *Chicago* 15th 7.64 and 7.67 for academic achievement and shapes.

The term *gothic* means different things to typographers and paleographers.
The normal sign of the plural in English is a terminal *s* or *es*.
The word *world* has various meanings in Scripture; in John 3:16, for instance, the evangelist writes "world" to denote the inhabitants of our planet, not the broader cosmos.

1405

When specific words within run-in or block **quotations** are italicized for emphasis, the reader should be notified. An ascription, such as *italics mine* or *emphasis added*, should be placed in parentheses immediately after the quotation. (CW)

Note the contrast in David's parallelism: "When *we* were overwhelmed by sins, *you* forgave our transgressions" (Psalm 65:3, italics mine).

1406

Isolated words and phrases in a **foreign language** may be set in italic for emphasis if they are likely to be unfamiliar to readers. Use quotation marks to set off translations of foreign expressions. (C, CW, HB, G)

It's true, *n'est-ce pas?* (Meaning "isn't that so?")

1407

In studies of other cultures and societies, **words drawn from other languages** only need to be italicized in the first occurrence, when the term is defined. In a kinship study, for example, once it is made clear that a woman's mother-in-law's sister is her *aiku* and her father-in-law's sister is her *aiku-esu*, the terms in subsequent uses appear in roman type. (C)

1408

When a *question* consists of a *single word*, such as *who*, *when*, *how*, or *why*, within a sentence, neither question mark nor capital letter need be used and the word is often italicized. (C)

The question was no longer *how* but *when*.

1409

Lowercase letter symbols used in legends to illustrations, drawings, etc., or in text as references to such material, are set in italic without periods and are capitalized if so shown in copy. (US)

Figure *a*

1410

All **lowercase letters used as symbols** are italicized. (HB) Chemical symbols (even in

italic matter) and certain other standardized symbols are set in roman. (US)

The letters *qu* replaced *cw* in words such as *queen*, *quoth*, and *quick*.

H₂O

H₂SO₄

*n*th degree

x dollars

1411

The **name of a letter**, as distinct from the letter itself, is usually set in roman type. (C)

from alpha to omega

daleth, the fourth letter of the Hebrew alphabet

1412

The **scientific names** of genera, subgenera, species, and subspecies are italicized; the names of groups of higher rank than genera (phyla, classes, orders, families, tribes, etc.) are printed in roman. (US) After the first use, the genus may be abbreviated. (C)

Tsuga canadensis

the genera *Quercus* and *Liriodendron*

Measurements of specimens of *Cyanoderma erythroptera neocara*

The “quaking” of the aspen, *Populus tremuloides*, is due to the construction of the petiole. An analogous phenomenon noted in the cottonwood, *P. deltoides*, is similarly effected.

1413

The **names of aircraft, vessels, and spacecraft** are italicized unless otherwise indicated. (But not such abbreviations as *SS* or *HMS* preceding them.) In lists set in columns and in stubs and reading columns of tables consisting entirely of such names, they will be set in roman. **Missiles and rockets** will be caps and will not be italicized. (C, CW, G, HB, US)

USS *Wisconsin*

Air Force One

F-15 *Eagle*

but

Mig-21

Freedom 7 (US spaceship)

PT-109

Scud missile

1414

Such phrases as *To be continued* and *Continued from . . .* may be placed within brackets or parentheses and set in italics and in reduced type. (C, US)

1415

Use roman type for **scholarly Latin words and abbreviations** such as *ibid.* and *et al.*, but because of its peculiar use in quoted matter, retain italics for *sic*. (C, CW)

They are furnished “seperate [*sic*] but equal facilities.”

1416

A **person’s thoughts and unspoken prayers**, when expressed in the **first person**, may be set in italics, unlike spoken discourse, which is set in quotation marks. (CW)

I will lay my weapons upon the altar of Christ, thought Ignatius as he rode toward Montserrat.

1417

An em dash precedes a **credit line** which is set in italics. (US)

Still achieving, still pursuing,
Learn to labor and to wait.
—*Longfellow*

1418

Lowercase, spaced italic letters are used to indicate **rhyme patterns**. (C)

The Italian sonnet consists of an octave and a sestet: *a b b a a b*
b a, c d c d c d.

1419

If names of newspapers, titles of books, foreign words, or other italicized names are used **in the plural form**, the inflectional ending preferably is set in roman type. The same is true of possessive endings. (C, G)

He had two *Tribunes* and three *Timeses* left.
FitzGerald actually wrote three *Rubaiyats*.

1420

Parentheses and brackets enclosing italic material should also be set in italics. If only one

end of the enclosed material is italic, however, the parentheses and brackets should be set in roman type. (C)

[Continued]

(see 12*b*)

(*inappropriate* was used for *outrageous*)

1421

All punctuation marks should appear in the same font—roman or italic—as the main or surrounding text, **except** a question mark or exclamation point **following an italicized title**. Use roman type for such unless it is part of the title. (C)

Are you saying the wound was *self-inflicted*?

We heard his cries of “*Help!*”

Have you read *King Lear*?

They named their son after Yoda in *Star Wars*!

1422

Titles of **games** and **electronic (digital) products** that are independently packaged and distributed to the public should be italic. Includes such items as video games and board games.

Mortal Kombat

Trivial Pursuit

Rock Band

Monopoly

The Sims

Candyland

1423

Avoid the use of underlining or underscoring text to emphasize words or phrases in manuscripts. Italic is preferred.

***See also* Titles.**

15. Lists, Enumerations, and Outlines

See the *New York Public Library Writer's Guide to Style and Usage*.

1501

For an enumeration in which items are subdivided, a more elaborate form of **outline style** is called for. The following example illustrates the form favored. (**B, C, CW, MLC**)

- I. Historical introduction
- II. Dentition in various groups of vertebrates
 - A. Reptilia
 - 1. Histology and development of reptile teeth
 - 2. Survey of forms
 - B. Mammalia
 - 1. Histology and development of mammalian teeth
 - 2. Survey of forms
 - a) Primates
 - (1) Lemuroidea
 - (2) Anthroidea
 - (a) Platyrrhini
 - (b) Catarrhini
 - i) Cercopithecidae
 - ii) Pongidae

1502

In addition to the roman numeral, letter, Arabic numeral outline, a **decimal system** is also commonly used. (**HB**)

- Thesis
 - 1. Major idea
 - 1.1 Supporting idea
 - 1.2 Supporting idea
 - 2. Major idea
 - 2.1 Supporting idea
 - 2.2 Supporting idea

1503

Capitalize the first word of each item displayed in an outline. (**E, G, MW**)

1504

For **long enumerations** it is preferable to begin each item on a line by itself. The numerals are aligned on the periods that follow them, and are either set flush with the text or indented. In either case runover lines are best aligned with the first word following the numeral. (C, CW, MW)

The inadequacy of the methods proposed for the solution of both histological and mounting problems . . . into the following groups:

1. Slightly modified classical histological techniques with fluid fixation, wax embedding, and
2. Sandwich technique with separate processing of tissue and photographic film after exposure

1505

A **formal outline** is usually either written in **phrases—a topic outline**—or in sentences—a **sentence outline**. The headings in a topic outline are expressed in grammatically parallel phrases, and those in a sentence outline are in complete but not necessarily parallel sentences. (B, G, HB)

- | | |
|--------|---|
| Poor | This article will discuss: <ol style="list-style-type: none">1. How to deal with corporate politics.2. Coping with stressful situations.3. What the role of the manager should be outside the community. |
| Better | This article will discuss: <ol style="list-style-type: none">1. Ways to deal with corporate politics.2. Techniques of coping with stressful situations.3. The role of the manager in the outside community. |
| Or | This article will tell managers how to: <ol style="list-style-type: none">1. Deal with corporate politics.2. Cope with stressful situations.3. Function in the outside community. |

1506

Each level of an outline must have **at least two points**. In popular books where outlining is minimal, less formal, or not carried beyond the third level, it is acceptable to begin the outline with *A.* or *I.*, rather than the roman numeral. (B, CW)

1507

A **period follows** roman and Arabic numerals and also letters when they are used without parentheses in outlines and vertical enumerations. (MW)

Letters are used to enumerate items within a sentence when the sentence itself is part of a **numbered sequence**. (G)

3. Please include these items on your expense account: (a) the cost of your hotel room; (b) the cost of meals, including tips; and (c) the amount spent on transportation.

In **run-in enumerations**, each item is preceded by a number (or an italicized lowercase letter) enclosed in parentheses. The items in the list are separated by commas if the items are brief and have no internal punctuation; if the items are complex, they are separated by semicolons. The entire run-in enumeration is introduced by a colon if it is preceded by a full clause. (G, MW)

The vendor of your system should (1) instruct you in the care and maintenance of your system; (2) offer regularly scheduled maintenance to ensure that the system is clean, with lubrication and replacement of parts as necessary; and (3) respond promptly to service calls.

We need the following information to complete our record of Ms. Pavlick's experience: (a) the number of years she worked for your company, (b) a description of her duties, and (c) the number of promotions she received.

There is **no terminal punctuation** following the items in a vertical enumeration unless at least one of the items is a complete sentence, in which case a period follows each item. (E, MW)

The first words of run-in enumerations or vertical lists that form **complete sentences** are capitalized. **Phrasal run-in** enumerations, however, are lowercased (exceptions are allowed in advertising pieces). **Phrasal vertical lists** may be capitalized or lowercased, but should be treated consistently within the document. (MW)

Wilson had some concerns:

1. All members were not present.
2. There was no press release.
3. Of those present, only some had an agenda.

The three areas of Tolkien studies are

1. works of fantasy
2. literary criticism
3. personal writings

Climbers should bring the following supplies:

1. Campons.
2. Rope.
3. Helmet.

1512

Do not capitalize a **short list of words or phrases** directly following a colon in a run-in list. (E)

There are three steps of a century of educational development in America: industrialism, urbanization, mass schooling.

1513

Capitalize the first word of a **formally introduced series of items or phrases** following a comma or colon. (US)

Here is the key principle: Nonessential elements must be set off by commas; essential elements should not.

1514

Do not use a colon with a vertical list or a run-in list **following a preposition or a verb**. Exception: *See* rule 1515. (B, C)

We are going around the woods, the bridge, and the lake.
The family ate the turkey, the potatoes, and all the stuffing.
The questions that need to be asked are (1) Who is attending? (2) What are we serving? and (3) Do we need other equipment?

1515

A colon may act as a **substitute** for such words as *that is*, *namely*, *for instance*, and *for example*. (CW)

This is what faith is: God perceived intuitively by the heart, not by reason. —*Pascal*
This is what we ate: turkey, stuffing, potatoes, and carrots.

1516

A colon is used like a dash to **introduce a summary statement** following a series. (HB, MW)

Physics, biology, sociology, anthropology: he discusses them all.

1517

A colon is used to **introduce a series**. The introductory statement often includes a phrase such as *the following* or *as follows*. (**B, C, G, HB, MW**)

1518

Place a colon before such expressions as *for example*, *namely*, or *that is*, for lists or series that consist of longer phrases or clauses. When they introduce words, use a comma rather than a colon. (C, G)

The company provides a number of benefits not commonly offered in this area: for example, free dental insurance, low-cost term insurance, and personal financial counseling services.

Binghamton's study included the three most critical areas, namely, McBurney Point, Rockland, and Effingham.

16. Notes, Footnotes, and Endnotes

1601 Books

1601.1

The following information should be **included in full reference for a book**:

Name of the author(s), the editor(s), or the institution responsible for the writing of the book
Full title of the book, including the subtitle, if any
(Portion of the book)
Full name of editor(s), compiler(s), or translator(s), if any (may be located in the position of the author's name if no author is listed)
Edition, if not the original
Volumes, total number if multivolume work is referred to as a whole
Volume number of multivolume work, if single volume is cited
Title of individual volume, if applicable
Series title, if applicable
City of publication
Publisher's name (as it appears on the title page of the book)
Date of publication
Page number(s) of the particular citation

1601.2

The **punctuation of a note entry** is as follows:

A comma separates the author's name (not inverted) and the title of the book.

A colon is placed between a title and subtitle.

Commas separate any items between the title and the publication information, but no comma precedes the opening parenthesis for the publishing information.

The city of publication is followed by a colon and the name of the publisher, followed by a comma and the date of publication.

All of the publication information is enclosed in parentheses.

If pages numbers are given, a comma follows the publication information.

The entry ends with a period.

¹David J. Valleskey, *We Believe—Therefore We Speak: The Theology and Practice of Evangelism* (Milwaukee: Northwestern Publishing House, 1995), pp. 49-54.

1601.3

The **full title of a book** is italicized. All important words in the title are capitalized. *See* rules for capitalization in Titles section 2201.

1601.4

When a **chapter or other titled part of a book is cited**, that title is given in quotation marks and roman type before the title of the book itself. The two titles are separated by a comma and the word *in* or *of*.

²R. B. Zuck, "Confessional Biblical Interpretation: Some Basic Principles," in *Studies in Lutheran Hermeneutics* (Philadelphia: Fortress Press, 1979), pp. 189-213.

1601.5

The particular **chapter or part** may be specified by number with the term abbreviated.

⁴Patsy A. Leppien and J. Kincaid Smith, "The Great Strengths of Lutheranism: What It Means to Be a Lutheran," ch. 23 in *What's Going On Among the Lutherans?* (Milwaukee: Northwestern Publishing House, 1992).

1601.6

Inclusive page numbers for chapters or other titled parts may be indicated, if desired.

³David Kuske, "Pietism, Rationalism, and Existentialism," in *Biblical Interpretation: The Only Right Way* (Milwaukee: Northwestern Publishing House, 1995), pp. 157-175.

1601.7

The name of the **editor, compiler, or translator** takes the place of the author when no author appears on the title page. The word *editor(s)*, *compiler(s)*, or *translator(s)* follows the name(s) and is preceded and followed by a comma. In professional books abbreviate the words as *ed./eds.*, *comp./comps.*, or *trans.*

Professional books

⁶M. A. Inch and C. H. Bullock, eds., *The Literature and Meaning of Scripture* (Grand Rapids: Baker Book House, 1981), p. 42.

Nonprofessional books

⁵A. B. Black and D. S. Dockery, editors, *New Testament Criticism and Interpretation* (Grand Rapids: Zondervan Publishing Corporation, 1991), p. 15.

1601.8

The **edited, compiled, or translated work of one author** is normally listed with that author's name appearing first. The editor, compiler, or translator is listed after the title. The name is separated from the title by a comma and is preceded by the expression *edited by*, *compiled by*, or *translated by*.

⁷Martin Luther, *Luther's Works*, edited by Jaroslav Pelikan and Helmut T. Lehmann, American Edition, Vol. 2 (St. Louis: Concordia Publishing House; Philadelphia: Fortress Press, 1955-1986), pp. 10-14.

1601.9

If an **edition other than the first** is used, both the date and number of the edition must be given. (**B, C, HB**)

³Kate L. Turabian, *Student's Guide for Writing College Papers*, 3rd ed. (Chicago: University of Chicago Press, 1976).

1601.10

When a **multivolume work is cited as a whole**, the **abbreviation vols.** is used, and the number of volumes is preceded by a comma. *See also* 1701.29.

⁴Martin Luther, *What Luther Says: An Anthology*, compiled by Ewald M. Plass, 3 vols. (St. Louis: Concordia Publishing House, 1959).

1601.11

If the **particular volume cited has no title of its own**, it is distinguished by the **volume number only**. In a reference to such a volume as a whole, the volume number follows the general title and the **abbreviation Vol.** and precedes the publication facts.

¹¹Lyle Lange, editor, *Our Great Heritage*, Vol. 2 (Milwaukee: Northwestern Publishing House, 1991), p. 15.

1601.12

If a **particular volume** is cited, the volume number and often the individual volume title, if there is one, are given in addition to the general title. If the volume title is given, it follows the general title. The page reference follows the publication facts. It is not necessary when citing a particular volume to give the total number of volumes.

⁹William Farmwinkle, *Survey of American Humor*, Vol. 2, *Humor of the American Midwest* (Boston: Plenum Press, 1983), p. 132.

¹⁰Carl E. Braaten and Robert W. Jenson, editors, *Christian Dogmatics*, Vol. 1 (Philadelphia: Fortress Press, 1984), pp. 567, 568.

1601.13

The **title of the series**, when included, follows the title of the individual book. The two are separated by a comma and the word *of*.

¹¹Roland Cap Ehlke, *Ecclesiastes, Song of Songs*, of The People's Bible series (Milwaukee: Northwestern Publishing House, 1988), p. 14.

1601.14

If the title page of the book cited lists **two cities with the publisher's name**, the city listed

first is the one to use; it is permissible, but not necessary, to use both. (C)

(Chicago and London: University of Chicago Press, 1981)

1601.15

The **publisher's name** is given in full, as printed on the title page of the book. American publishers' names and the usual abbreviations for them are listed in *Books in Print*, and British publishers' names are listed in *British Books in Print*. An initial *The* as well as *Inc.*, *Ltd.*, or *S.A.* following the name are generally omitted, even when the full name is given. (C) (Copies of *British Books in Print* and *Books in Print* may be found in the book buyer's office.)

Augsburg Publishing House, 1972

Zondervan, 1992

1601.16

If the **name of the publisher has changed** since the book was published, the name on the title page is the one to use, not the present name, e.g., Henry Holt & Co., *not* Holt, Rinehart & Winston. (C)

1601.17

When a book is **published under one** publisher's name and **distributed under another's**, use the name on the title page of the book; add the distributor's name only if this fact would be useful to readers. (C)

⁴Shirley E. Woods Jr., *The Squirrels of Canada* (Ottawa: National Museums of Canada, 1980), distributed in the US by University of Chicago Press.

1601.18

A reference to a work of several **volumes published in different years** should give inclusive dates. When only one of the volumes is mentioned, only the year of publication for the particular volume is given. (C)

⁸Paul Tillich, *Systematic Theology*, 3 vols. (Chicago: University of Chicago Press, 1951–1963).

²Douglas Southall Freeman, *George Washington*, Vol. 3, *Planter and Patriot* (New York: Charles Scribner's Sons, 1951).

1601.19

Subsequent references to a book that has been cited in full should include only the author's name and the page number.

1601.20

If **two sources are by the same author**, give a shortened form of the appropriate title so there can be no confusion about which work you are citing. The **short title contains** the key word or words from the main title of the work (book or article). The order of the words in the title should not be changed. If the short title may cause confusion, a note "Hereafter

cited as _____. ” may be included in parentheses after the full reference. Be consistent throughout the text. (B, C, G)

⁴John P. Roche, *The Quest for the Dream: The Development of Civil Rights and Human Relations in Modern America* (New York: Macmillan Co., 1963), pp. 204-206.

⁸Roche, *Quest for the Dream*, p. 175.

⁵Joachim Jeremias, *Infant Baptism in the First Four Centuries* (Philadelphia: Westminster Press, 1962), p. 47. (Hereafter cited as *Infant*.)

¹⁰Jeremias, *Infant*, pp. 47,48.

1601.21

References to an **encyclopedia, dictionary**, or other **alphabetically arranged work** give the item in quotation marks (not the volume or page number) preceded by *sub* or *s.v.* (*sub verbo*, “under the word”). (C)

⁶*Webster’s New International Dictionary*, 2nd ed., s.v. “epistrophe.”

1601.22

References to plays and poems carrying section and line or stanza numbers may omit edition and facts of publication. (These should not be omitted, of course, where they are essential to a discussion of texts.) Include the author’s name if it is not included in the text. (C)

²*The Winter’s Tale*, Act 5, sc. 1, lines 13-16.

1601.23

For e-books from an online source, cite the work as you would a print book, followed by:
the database in which you accessed the e-book
the medium of publication
the date of access

Author’s name, *Title of e-book* (City of publication: Publisher, Year of publication), Name of database (EBSCO eBooks, etc.), Medium of publication (Web, etc.), Date accessed, Location within the work (see below regarding page numbering).

For e-books from an e-reader (Kindle, iPad, NOOK, etc.), Cite the work as you would a print book, followed by the file type of the e-book. Refer to the Web site or software you used to download the e-book to find the file type, such as **Kindle file, NOOK file, EPUB file** (standard e-reader format; used by iPad/iPod/iPhone, NOOK, Sony Reader, etc.), or **Adobe PDF, MS Word**, and other file types. If you **cannot identify the file type, use Digital file**.

Most **electronic readers** include a **numbering system** that tells users their location in the work. **Do not** cite this numbering, because it may **not appear consistently** to other users. If

the work is divided into stable numbered sections like chapters, the numbers of those sections may be cited, with a label identifying the nature of the section.

In **place of the page number**, put the following: Chapter, Section, First few words of the paragraph in which the citation is found.

David Kirkpatric, *The Facebook Effect: The Inside Story of the Company That Is Connecting the World* (New York: Simon, 2010), NOOK file, Chapter 2, “More Ideas,” fourth paragraph: “The impact of having this information . . .”

Hazel Rowley, *Franklin and Eleanor: An Extraordinary Marriage* (New York: Farrar, 2010), Digital file, Chapter 4.

If the work is a **PDF file with fixed pages**, cite the **page numbers**.

If the work **lacks any** kind of stable section **numbering**, cite the **work as a whole**.

1602 The Lutheran Confessions

1602.1

Use the following **abbreviations** when citing the confessions in professional books.

| | |
|--------------|---|
| AC | Augsburg Confession |
| Ap | Apology of the Augsburg Confession |
| CA | <i>Confessio Augustana</i> (Latin) |
| SA | Smalcald Articles |
| Tr | Treatise on the Power and Primacy of the Pope |
| SC | Small Catechism |
| LC | Large Catechism |
| FC | Formula of Concord |
| FC Ep | Epitome of the Formula of Concord |
| FC SD | Solid Declaration of the Formula of Concord |
| FC RN | Rule and Norm of the Epitome or Solid Declaration |

1602.2

When citing an **edition of the confessions as a whole**, use the following form:

| | |
|--------------|--|
| Tappert | ⁵ <i>The Book of Concord: The Confessions of the Evangelical Lutheran Church</i> , translated and edited by Theodore G. Tappert (Philadelphia: Fortress Press, 1959). |
| Triglott | ⁵ <i>Concordia Triglotta: The Symbolical Books of the Ev. Lutheran Church</i> (St. Louis: Concordia Publishing House, 1921). |
| Kolb-Wengert | ⁵ <i>The Book of Concord: The Confessions of the Evangelical Lutheran Church</i> , edited by Robert Kolb and Timothy J. Wengert (Minneapolis: Augsburg Fortress Press, 2000). |
| McCain | ⁵ <i>Concordia: The Lutheran Confessions</i> , edited by Paul T. McCain, 2nd ed. (St. Louis: Concordia Publishing House, 2006). |

1602.3

When **citing only the confession**, always include the reference to the confession, article, and paragraph number. The page number of Tappert or the *Triglott* may be included.

| | |
|-----------------------|--|
| Professional books | FC SD X:15. |
| Nonprofessional books | Formula of Concord, Solid Declaration, Article X:15. |

1602.4

When **citing a confession and the edition**, use the long form for the first citation.

| | |
|-----------------------|--|
| Professional books | FC Ep X:6, <i>The Book of Concord: The Confessions of the Evangelical Lutheran Church</i> , translated and edited by Theodore G. Tappert (Philadelphia: Fortress Press, 1959), p. 493. AC XXIV:1, <i>Concordia Triglotta: The Symbolical Books of the Ev. Lutheran Church</i> (St. Louis: Concordia Publishing House, 1921), p. 65. |
| Nonprofessional books | Formula of Concord, Epitome, Article X:6, <i>The Book of Concord: The Confessions of the Evangelical Lutheran Church</i> , edited by Robert Kolb and Timothy J. Wengert (Minneapolis: Augsburg Fortress Press, 2000), p. 493. Augsburg Confession, Article XXIV:1, <i>Concordia Triglotta: The Symbolical Books of the Ev. Lutheran</i> |

Church (St. Louis: Concordia Publishing House, 1921), p. 65.

1602.5

In **subsequent references**, use the shortened form.

| | |
|--------------------|---|
| Professional books | FC Ep X:6, Tappert, p. 493. AC XXIV:1, <i>Triglot</i> , p. 65. |
|--------------------|---|

| | |
|-----------------------|---|
| Nonprofessional books | Formula of Concord, Epitome, Article X:6, Kolb-Wengert, p. 493. Augsburg Confession, Article XXIV:1, <i>Triglot</i> , p. 65. |
|-----------------------|---|

1602.6

Italicize *Triglot* because it is part of the title of the book; do not italicize **Tappert** or **Kolb-Wengert** because those refer to the editors.

1602.7

Do not italicize the **names of the individual confessions**.

1602.8

Article is always capitalized in notes from confessions.

1603 Luther's Works

1603.1

List *Luther's Works* of the American Edition as follows:

⁷Martin Luther, *Luther's Works*, edited by Jaroslav Pelikan and Helmut T. Lehmann, American Edition, 55 vols. (St. Louis: Concordia Publishing House; Philadelphia: Fortress Press, 1955–1986).

1603.2

If an **individual volume** is used, the volume number may be inserted after the edition information.

⁷Martin Luther, *Luther's Works*, edited by Jaroslav Pelikan and Helmut T. Lehmann, American Edition, Vol. 2 (St. Louis: Concordia Publishing House; Philadelphia: Fortress Press, 1955–1986).

1603.3

In **subsequent references**, use the shortened form.

| | |
|-----------------------|---|
| Professional books | LW 53:115-118. |
| Nonprofessional books | <i>Luther's Works</i> , Vol. 53, pp. 115-118. |

1603.4

Use the following abbreviations when citing editions of *Luther's Works* in professional books.

- LW** Martin Luther, *Luther's Works*, edited by Jaroslav Pelikan and Helmut T. Lehmann, American Edition, 55 vols. (St. Louis: Concordia Publishing House; Philadelphia: Fortress Press, 1955–1986).
- WA** *D. Martin Luthers Werke, Kritische Gesamtausgabe* (Weimar: Hermann Bohlau und Nachfolger, 1883–1948).
- St. L.** *D. Martin Luthers Sammtliche Schriften*, Ed. Johann Georg Walch (St. Louis: Concordia Publishing House, 1890).
- WLS** *What Luther Says: An Anthology*, compiled by Ewald M. Plass, 3 vols. (St. Louis: Concordia Publishing House, 1959).

1603.5

Do not italicize the **letter abbreviations**.

1603.6

Even though it may be argued that *Luther's Works* is the name of a series and not of an individual book, *Luther's Works* is **italicized consistently** throughout the literature.

1603.7

Italicize the titles of all of **Luther's individual writings**.

Luther's *Bondage of the Will*

Luther's *Freedom of the Christian*

1604 Articles

1604.1

The following information should be **included in a full reference** for an article:

Name of the author

Title of the article

Name of the periodical

Issue information (volume, issue number, date)

Page reference

1604.2

The **punctuation of a note entry for an article** is as follows:

A comma separates the author's name and the title of the article, which is enclosed in quotation marks and followed by a comma.

The name of the periodical in italics is followed by a comma and the volume information.

If there is an issue number, it follows the volume information with a comma separating the two items.

The date, or year, of the issue is given in parentheses followed by a comma if a page reference is given.

The entry ends with a period.

¹Martin O. Westerhaus, "The Confessional Lutheran Emigrations From Prussia and Saxony Around 1839," *Wisconsin Lutheran Quarterly*, Vol. 87, No. 3 (Summer 1990), p. 202.

²John Shelby Spong, "Evangelism When Certainty Is an Illusion," *The Christian Century* (January 6–13, 1982).

1604.3

The **title of an article** is given regular title capitalization and is enclosed in quotation marks. The **name of a periodical** is placed in italics. *See* rules for capitalization in Titles.

1604.4

The **volume number** is given after the name of the periodical, following a comma and may be introduced by the abbreviation *Vol.* Arabic numerals are used for volume numbers even when the periodical itself uses roman numerals.

1604.5

If there is an **issue number**, it may be included after the volume number, following a comma and may be introduced by the abbreviation *No.* Identification of the issue number is required only when each issue is paginated separately, but identification is often helpful, particularly in the case of recently published issues not yet bound into volumes.

1604.6

In **references to daily newspapers**, the day, month, and year are essential; page numbers are usually omitted. If a large city newspaper prints more than one edition in a day, it would be useful to include the edition for articles that do not appear in all editions. (C)

"Robert Moses, Master Builder, Is Dead at 92," *New York Times* (July 30, 1981), Midwest edition.

1604.7

References to **papers published in sections**—as in Sunday papers and *New York Times*—usually include the name or number of the section. (C)

William Robbins, "Big Wheels: The Rotary Club at 75," *New York Times* (Sunday, February 17, 1980), sec. 3.

or

William Robbins, "Big Wheels: The Rotary Club at 75," *New York Times* (February 17, 1980), Business and Finance section. [*Note:* The word *section* is spelled out when not followed by a numeral.]

1604.8

A shortened reference to an article in a periodical includes only the last name of the author and the short title of the article, in quotation marks, and the page number of the reference. If the short title may cause confusion, a note “Hereafter cited as _____” may be included in parentheses after the full reference. Be consistent throughout the text. (C, CW, MW)

¹⁸Louise Glueck, “The Quiet Poetic Urgency in Richard Ford’s ‘Empire,’” *Aeolian Studies*, Vol. 1 (Summer 1989), pp. 44-47.

¹⁹Glueck, “Ford’s ‘Empire,’” p. 45.

1605 Unpublished Material

1605.1

The following **information should be included** in a full reference for unpublished material:

Author’s name
Title of the work
Nature of the material
Date
Folio or ID number
Geographical location

1605.2

In general, when citing **electronic sources** (blogs, journals, magazines, Web site content) note the title and publication, if available, and include the complete URL and date the material was accessed. (*See also The Chicago Manual of Style*, 15th ed., chapter 17.)

1605.3

If a **URL becomes invalid** before publication, include only the main entrance, “home page” URL (e.g., <http://www.nytimes.com/>). Note the ending back slash.

1605.4

Notation of **personal communications** (letters, e-mail) should include the name and date but need not include specific address.

Gerald D. Smith (e-mail, September 14, 2006).

1605.5

For online sources **other than news media or magazines**, include as much of the following as possible: author of content, title of the page, title or owner of the site, URL.

Office of Public Relations, “What Does Your Church Sign REALLY Say?” General Council of the Assemblies of God, <http://ag.org/top/About/history.cfm> (accessed April 1, 2008).

1605.6

If a **site ceases to exist** before publication, include that information at the end of the citation, separated from the access date by a semicolon.

Horace Main's photos and blog, http://www.horacemainpix.com/mylife_bio.html
(August 14, 2002; site now discontinued).

1605.7

If a **URL has to be broken** at the end of a line, a **hyphen should never be added** to denote the line break, nor should a hyphen that is part of the URL appear at the end of a line. A break should be made *after* a double slash (//) or a single slash (/); *before* a tilde (~), a period, a comma, a hyphen, an underline (_), a question mark, a number sign, or a percent symbol; or *before* or *after* an equals sign or an ampersand. *See also The Chicago Manual of Style*, 15th ed., 6.17, 7.44, 17.9, 17.10.

1606 Recordings

1606.1

Records, tapes, CDs, and other forms of recorded sound are generally listed under the name of the composer, writer, or other person(s) responsible for the content. Collections or anonymous works are listed by title. The title of a record or album is italicized. Titles of individual pieces on a record or album are listed in quotations. If included, the name of the performer usually follows the title, but in some cases—a comparison of the styles of various performers, for example—the citation may begin with the performer's name. The recording company and the number of the recording are usually sufficient to identify the recording, but when desirable, the date of copyright, the kind of recording (stereo, quadraphonic, CD, mp3), the number of records in the album, and so on may be added. (C)

1606.2

If the fact that the recording is a **sound recording is not implicit** in the designation, that information may be added to the citation by such terms as *sound recording*, *compact disc*, *sound cassette*, or *audiocassette*, and so on, since discs, cassettes, and tapes may be used to record not only sound but pictures and computer programming, including text to be printed. (C)

¹Itzak Perlman, *Itzak Perlman: In My Case Music*, produced and directed by Tony DeNonno, 10 min., DeNonno Pix, 1985, videocassette.

²Dylan Thomas, "Fern Hill," *Under Milk Wood*, performed by Dylan Thomas, Caedmon CDLS-2005, compact disc.

³Herman Melville, *Moby Dick*, selected readings, Spoken Arts 850, audiocassette.

1607 Notes

1607.1

Narrative notes are used for any comments that could not be appropriately incorporated into the text itself. **Notes supplied by an editor, translator, or compiler** in a work including original notes by the author must be differentiated from the original notes. There are two ways to do this. Either put *Ed.* or *Trans.* following the period ending the note, or enclose the entire note, except for the note number, in brackets. (C)

1607.2

Source (bibliographical) **notes** inform the reader of the sources of quotations and other borrowed information; they can also refer the reader to works that might be of related interest. (B, CW)

1607.3

Notes commonly **appear in one of three places**: (1) as footnotes at the bottom of the text pages, (2) as chapter endnotes at the end of each chapter, or (3) as endnotes at the end of the book. Either 1 or 3 is preferred. (CW)

1607.4

The chief **differences between a bibliography entry and a note** are that in a note the author's name is not reversed as it is in an alphabetically arranged bibliography, and punctuation between the author's name, title of the work, and facts of publication consists of commas and parentheses rather than periods. (B, C)

1607.5

Authors' names should be spelled in notes as they appear on the title pages of their books, except that first names may be given in full in place of initials. Degrees or affiliations following names should normally be omitted (B, CW) (except *MD* for an author of a medical work). References to the same author should be consistent. (C)

1607.6

If a work has **more than two authors**, use commas to separate their names. (HB)

1607.7

Whereas **more than three authors** may be given in a bibliography, usually only the first one, followed by *et al.*, is used in a note reference to a work by more than three authors. (C, G)

Jaroslav Pelikan, et al., *Religion and the University*, York University Invitation Lecture Series (Toronto: University of Toronto Press, 1964), p. 109.

1607.8

When an **author's name appears in the title** of the work cited, such as a collection of letters, an autobiography, or an edition of the complete works, a note begins with the title

(or the editor's name), whereas a bibliography entry usually begins with the author's name even if it is also in the title. (C)

The Letters of George Meredith, ed. C. L. Cline, Vol. 1 (Oxford: Clarendon Press, 1970), p. 125.

1607.9

The **abbreviation *p.* or *pp.*** should be used with page numbers in source citations. (B, HB)

Derrida, *Positions*, pp. 75-81.

1607.10

A source should be **given a full reference the first time** it is cited in a book or article, unless it appears in an alphabetical bibliography at the end of the work. (B, C, CW, G, HB, MW)

1607.11

Notes regarding **copyright permission for music or Christ-Light** material should appear at the end of the music. The acknowledgement should include information on the text, tune, and setting where appropriate. The phrase "All rights reserved" should follow the name of the copyright holder. The notation should end with "Used with permission" (not *by*), except for pieces indicated as © NPH.

Text, Tune, Setting: From *Songs Kids Love to Sing* © 1987 Concordia Publishing House. All rights reserved. Used with permission.

Text, Tune, Setting: © Linda Moeller. All rights reserved. Used with permission. Setting by Carl Nolte. Text, Tune, Setting: © 1998 Northwestern Publishing House. All rights reserved. [The names of the author and composer may not appear in the copyright line if they already appear at the top of the page.]

1608 Endnotes

1608.1

Endnotes should **appear on a fresh page** with *Endnotes* centered on the first line of text.

1608.2

When endnotes are **arranged by chapter** in the note section, the chapter number or title or both must be given.

Chapter 3. Correspondence and Finances

David Bettelson, *The Lazy South* (New York: Oxford University Press, 1967), p. 90.
For an excellent account . . .

1609 Footnotes

1609.1

Complicated tabular material, lists, and other entities that are not part of the text should be put **in an appendix** at the back of the book, not included in footnotes. (C)

1609.2

Footnotes have the **first line indented** and subsequent lines flush left.

1609.3

If an **entire footnote does not fit** on the same page as the superscript numeral, type as much of the footnote as will fit on the page. Try to end at a point that is obviously incomplete so that the reader will realize the footnote continues on the next page. Continue typing on the next page, but plan to end the text at a point that leaves enough space to finish the footnote carried over from the preceding page and insert any new footnotes called for in the text above. (G)

1609.4

The **asterisk may be used** to refer the reader to a footnote placed at the bottom of a page or a table. (G)

1609.5

Footnotes and endnotes might both be used in the same book. In such cases, the footnotes should be cited in the text by symbol reference marks (asterisk, dagger, etc.) because numbers may cause confusion. (C, CW, US)

1609.6

If only a **few footnotes** are needed, one can use an asterisk for the first note, a double asterisk for the second, and so on. In most cases, however, use an asterisk for the first note, a dagger for the second, and so on, with a different symbol for each note. (MW)

1609.7

In the footnote itself, leave no space after the asterisk. (G)

1610 Latin Abbreviations

1610.1

For both book and periodical references, **“Ibid.”** (not in italics) takes the place of the author’s name, the title, and page number when all of that **information is identical** to the information in the immediately preceding note. If the author and the title are the same but the page reference has changed, then “Ibid.” may be used with the new page reference. For general or popular reading, authors are encouraged to use the short title form, and “Ibid.” should only be used in professional books that contain a large number of citations. (CW, G)

1610.2

Avoid using *loc. cit.* and *op. cit.* Use the abbreviated or shortened form of the source.

1611 Note Numbers

1611.1

The **text of the note** itself is introduced with the applicable Arabic numeral or reference symbol. The numeral is a superscript numeral and is unpunctuated. (But see 1611.9 for getting Word documents ready for Design Services.)

⁷Ibid., p. 223.

1611.2

Numbering **may be consecutive** throughout a work or, as in the case of book-length works, it may begin again with each new chapter. (G, MW)

1611.3

Note numbers in the text follow any punctuation marks (HB) (except an em dash) (G, MW), and are placed outside a closing parenthesis. (C, CW)

“This,” George Templeton Strong wrote approvingly, “is what our tailors can do.”¹
(In an earlier book he had said quite the opposite.)²

This was obvious in the Shotwell series³—and it must be remembered that Shotwell was a student of Robinson.

1611.4

Whenever possible, a note number should come **at the end of a sentence**, or at least at the end of a clause. (CW, MW) Numbers set between subject and verb or between other related words in a sentence are distracting to the reader. (C, G)

1611.5

Preferably, the note number **follows a quotation**, whether the quotation is short and run into the text or long and set off from the text. (B, C)

1611.6

Superscript numerals should be placed at the **end of a block quotation**, not with the statement that introduces the block quotation. (CW)

1611.7

There is **no space** between the superscript numeral and the preceding word. (G)

1611.8

When a paragraph calls for two or more **footnotes or endnotes**, try to combine all the necessary information within one note if this can be done without any risk of confusing the reader. (G)

1611.9

When **preparing note numbers in a Word document** for Design Services, the copy editor needs to put actual numbers before each note number that was done using the “notes function.” This is because the numbers do not transfer when the document is converted to Quark. This is best done after all copyediting changes have been made in case some notes are added or deleted. The complete listing of notes should be cut and pasted either at the end of the document or in a separate document. After that is done, the notes field can be deleted.

1611.10

Highlight the numbers on the hard copy for Design Services.

17. Numbers

1701 General

1701.1

Spell out **whole numbers 1 to 10**; use figures for **11 and above**. (AP, US) This rule applies to both exact and approximate numbers and should also be followed in a series of numbers, (G) as well as for numbers 10 and below followed by *hundred, thousand, million*, etc., and also ordinal numbers (*first-tenth*) and round numbers. (MW)

The woman has three sons and two daughters.
He has a fleet of 12 station wagons and 15 buses.

1701.2

State, federal, and interstate **highways** are designated by Arabic numerals. (C, G)

US Route 41 Interstate 90

1701.3

Spell out **casual expressions**. (AP)

A thousand times no!
He walked a quarter of a mile.

1701.4

Spell out **indefinite numbers and amounts**. (E, G, US)

several hundred investors a multimillion-dollar sale
but the early 1870s

1701.5

The use of such words as *nearly, about, around, approximately*, etc., do not constitute indefinite expressions.

The bass weighed about six pounds. She was nearly 80 years old.

1701.6

Numbers are spelled out when they appear as **part of proper names or titles** or are mentioned in connection with serious and dignified subjects such as formal documents, executive orders, or legal proclamations. (US) For numerals in indexes, see 1210.

| | |
|--------------------------|--------------------------|
| the Ninety-five Theses | the Fourteenth Amendment |
| millions for defense but | the Ten Commandments |
| not one cent for tribute | |

1701.7

At the **beginning of a sentence**, any number that would ordinarily be set in figures is spelled out, regardless of any inconsistency this may cause. If this is impractical or cumbersome, the sentence should be recast so that it does not begin with a number. (**AP, B, C, E, G, MW, US**) The one exception to this rule is a numeral that identifies a calendar year. (**AP**)

Fourteen years ago, the book . . .
1976 was a very good year.

1701.8

A spelled-out number should not be repeated in figures, except in legal documents. (**US**)

| | | |
|--------------------|------------|--------------------|
| five (5) dollars | <i>not</i> | five dollars (5) |
| ten dollars (\$10) | | ten (\$10) dollars |

1701.9

Political divisions, military subdivisions, dynasties, governments, and governing bodies in a succession are usually designated by an ordinal number (spelled out if ten or less) preceding the noun. (**C**)

| | |
|--------------------|--------------------------|
| 14th Precinct | Second Infantry Division |
| 18th Dynasty | 97th Congress |
| 323rd Fighter Wing | the 107th Congress |

1701.10

Numerals designating a **religious organization or house of worship** are generally spelled out in ordinal form before the name. (**C**)

| | |
|------------------------|----------------------|
| Seventh-day Adventists | First Baptist Church |
|------------------------|----------------------|

1701.11

Use figures to express **definite amounts** and **larger numbers**. (**E**)

The hotel received the record number of 3,138 requests for reservations this year.

1701.12

In most figures of one thousand or more, **commas should be used between groups of three digits**, counting from the right. (**MW**) **Exceptions** to the rule are addresses, numbers of chapters of fraternal organizations and the like, decimal fractions of less than one, and year numbers of four digits, as well as telephone numbers and heat units, which are written in figures without commas. (**C, G**)

| | | |
|-------|---------|------------|
| 3,500 | \$2,000 | page 1,246 |
| 1986 | 1500°C | Room 1804 |

1701.13

Numerals designating **local branches** of labor unions and of fraternal lodges are usually expressed in Arabic figures. (C)

Typographical Union No. 16

American Legion, Department of Illinois, Crispus Attucks Post No. 1268

1701.14

Always use figures to express **numbers referred to as numbers**. (G)

Pick a number from 1 to 10.

but

We're number one!

Divide by 16.

Keep God number one

Give me a 3-count.

in your life.

1701.15

Except for the preliminary pages of a book, which are still set in lowercase roman numerals, **all parts of books**, periodicals, or manuscripts—chapters and other divisions, pages, plates, etc.—are invariably set as figures. (C, MW)

Plate 7 and figures 23 to 29 appear in chapter 6.

1701.16

Use figures to express **scores and voting results**. (E, G)

a score of 85 on the test

New York 8, Chicago 6

a vote of 17 to 6

a 17-6 vote

1701.17

Figures are used for **serial numbers**. (US)

Bulletin 725

the year 1931

lines 5 and 6

stanzas 1-3

1701.18

Quantities consisting of both **whole numbers and fractions** are often cumbersome to write out and should then be expressed in figures. (C)

All manuscripts are to be typed on 8 1/2 x 11-inch paper.

1701.19

A **colon preceding figures** does not affect their use. (US)

The committee was made up of the following: three parents, three singles, two teachers.

1701.20

The preferred figure form of the ordinals *second* and *third* is with *nd* and *rd*. (C)

1701.21

Use *1st*, *2nd*, *3rd*, *4th*, etc., when the sequence has been assigned in forming names. The principal examples are **geographic, military, and political designations**. (AP)

4th parallel

7th Fleet

1st Sgt.

1st Ward

1701.22

Spell out *first* through *tenth* when they indicate **sequence in time or location**. Starting with 11th, use figures. (AP, US)

first base

the First Amendment

He was first in line.

1701.23

Plurals of written-out numbers are formed by the addition of *s* or *es*. The plurals of figures are formed by adding *s*. (MW) *See also* section 21, references to Time.

Back in the thirties (or '30s) the roads were unpaved.

This ghost town was booming back in the 1840s.

linen manufacture in France in the 1700s

1701.24

Within a sentence use the same style to express **numbers in the same category above and below 10**. (If any of the numbers are above 10, put them all in figures.) The style of the largest number usually determines the style of the other numbers. (E, G, US)

We now have two dogs, one cat, and one rabbit.

We now have 5 dogs, 11 cats, and 1 rabbit.

We sent out 300 invitations and have already received 125 acceptances.

They employed 12 women for three weeks at \$200 a week. (E)

Note: In this sentence 12, three, and \$200 are not in the same category.

Seven swans and seventy ducks were swimming in the pond.

Note: Both *seven* and *seventy* are spelled out because *seven* is the first word in the sentence.

There were 7 swans and 70 ducks swimming in the pond.

1701.25

When **two numbers come together** in a sentence and both are in figures or both are in words, separate them with a comma. No comma is necessary when one number is in figures and the other is in words. (G)

In 1984, 78 percent of our field representatives exceeded their sales goals.

On May 9 seven customers called to complain.

1701.26

An adjective or adverb made from a **numeral plus the suffix *-fold*** contains a hyphen, while a similar term made from a written-out number is styled solid. (MW)

increased 20-fold a fourfold increase

1701.27

When a **decimal stands alone** (without a whole number preceding the decimal point), insert a zero before the decimal point. This keeps the reader from overlooking the decimal point. (G)

0.55 inch 0.08 gram *but* a Colt .45; a .38 caliber handgun

1701.28

Roman numerals are used chiefly for the important divisions of literary and legislative material, for main topics on outlines, and in dates on public buildings. Lowercase roman numerals are used for preliminary pages of a book. (G)

1701.29

Use **Arabic numerals** for **volume and chapter designations** even when roman numerals are used in the original. *But* continue to use roman numerals when referring to the articles of the Lutheran Confessions.

1701.30

Sovereigns, emperors, and popes with the **same names** are differentiated by numerals, traditionally roman. Sometimes the same is true of yachts, racing automobiles, and early spacecraft. (C, MW) Arabic or roman numerals can be used for ordinal numerals that follow a name. (G)

| | | |
|------------|--------------|-----------------|
| America IV | Bluebird III | Pope John XXIII |
| Apollo 13 | Elizabeth II | Pioneer II |

1701.31

Use words or numerals according to an **organization's practice**. (AP)

20th Century Fox Big Ten

1701.32

Where **two or more hyphenated compounds** have a common basic element and this element is omitted in all but the last term, the hyphens are retained. (US)

8-, 10-, and 16-foot boards

1701.33

Use commas to separate numbers that **do not represent a continuous sequence**. (G)

on pages 18, 20, and 28
data for the years 1982, 1986, and 1988

1701.34

When they must be **spelled out**, put a hyphen between the **elements of compound numbers** from twenty-one to ninety-nine and in adjective compounds with a numerical first element. (MW, U)

| | | |
|------------------|------------|------------------------|
| ten-minute delay | | one hundred twenty-one |
| three-and-twenty | <i>but</i> | |
| twenty-one | | foursome |
| 16-foot board | | |

1702 Inclusive Numbers

1702.1

The en dash is used between continuing or **inclusive dates or times**.

January–June 1982–1984 10:30 A.M.–5:00 P.M.

1702.2

The **hyphen, not the en dash**, is used between inclusive numbers in references such as pages, chapters, volumes, ages, grades, hymn stanzas, or Bible verses.

grades 10-12 CW 50:1-3 Matthew 4:6-15
but Genesis 3:1–4:5

1702.3

Consistency should be used with inclusive numbers, as with numbers in a series: figures should be paired with figures, spelled-out words with other spelled-out words. Similarly, approximate numbers are usually not paired with exact numbers. (MW)

| | | |
|-----------------------|------------|-------------------------|
| from 8 to 18 absences | | |
| 300,000 to 305,000 | <i>not</i> | 300 thousand to 305,000 |
| 5 to 20 guests | | |

1703 Money

1703.1

Use figures to express **exact or approximate amounts of money**. (G)

\$13.50 nearly \$5,000

1703.2

Spell out **indefinite amounts of money**, as well as isolated, nonemphatic references to money. (G)

a few million dollars half a million dollars

1703.3

Money in a round amount of a million or more may be expressed partially in words, but only when the amount consists of a whole number with nothing more than a simple fraction or decimal following. (E, G)

\$12 million or 12 million dollars *but* \$10,235,000
\$12.5 million or 12½ million dollars

1703.4

Repeat the words *million*, *billion*, etc., with each figure to avoid misunderstanding. (G)

\$5 million to \$10 million *not* \$5 to \$10 million

1703.5

In most writing use all figures—even for numbers 1 through 10—in expressions of **dates, money, clock time, proportions, and ratios**. However, in formal writing (e.g., wedding invitations) numbers may be spelled out. This style is also used with abbreviations and symbols and with numbers referred to as numbers. (G) *See also Chicago*, 15th Ed. 9.19 for percent.

May 3 \$6 4 P.M. a 10-to-1 shot
12 cm 8°F \$10 bill a 3 percent increase

1703.6

A unit of **measurement, time, or money**, which is always expressed in figures, does not affect the use of figures for other numerical expressions within a sentence. (US)

Each of the five girls earned 75 cents an hour.
Each of the 15 girls earned 75 cents an hour.

1703.7

For **amounts under a dollar**, ordinarily use figures and the word *cents*. Do not use the style \$.75 in sentences except when related amounts require a dollar sign. The cent sign (¢) may

be used in technical and statistical matter. **(E, G)**

This machine can be fixed with 80 cents' worth of parts.

It will cost you \$4.84 a copy to do the company manual: \$.86 for the paper, \$1.54 for the printing, and \$2.44 for the special binder.

1703.8

When using the **dollar sign** or the **cent sign** with a price range or a series of amounts, use the sign with each amount. If the term dollars and cents is to be spelled out, use it only with the final amount. **(G)**

\$5,000 to \$10,000

10¢ to 20¢

10 to 20 cents

10 million to 20 million dollars

1704 Fractions

1704.1

Ordinarily spell out a **fraction that stands alone** (without a whole number preceding it) or is expressed in a single compound. **(E, US)** Use figures, however, if the spelled-out form is long and awkward, or if the fraction is used in a technical measurement or some type of computation. **(G)**

half a mile

a quarter of an ounce

one-third interest

1704.2

Fractions should be **expressed in words or as decimals** where possible. **(E)**

20.5 miles

not

20 and a half miles or 20½ miles

1704.3

Fractional expressions of **large amounts of money** should be either completely spelled out or converted to an all-figure style. **(G)**

one-quarter of a million dollars

not

1/4 of a million dollars

\$250,000

\$1/4 million

1704.4

Written-out fractions used as adjectives or nouns must be hyphenated between the numerator and denominator, unless either element contains a hyphen already. **(E, G, MW)**

one-half inch

one-sixth of the estate

one twenty-fourth of the field

twenty-seven sixty-fourths

two-fifths of the field

two-thirds vote

1704.5

Distinguish between large **spelled-out fractions** (which are hyphenated) and large spelled-out ordinals (which are not). (G)

The difference is less than *one-tenth* of a percent.

This year the company will be celebrating the *tenth* anniversary of its founding.

1704.6

If a sentence requires the use of an **of phrase following the fraction**, spell out the fraction. (E, G, US)

three-quarters of an hour *not* 3/4 of an hour

1704.7

When a **fraction is the subject** of a sentence, the verb agrees with the noun in the prepositional phrase. (E)

Two-thirds of his income is from real estate.

Two-thirds of their incomes are from real estate.

1704.8

With one as the subject followed by a fraction, the verb is singular. (E)

One and five-sixth yards is enough.

One and a half teaspoonfuls was the usual dosage.

1704.9

Fractions written in figures are used in a **unit modifier**. (US)

1/2-inch pipe *not* one-half-inch pipe
1/2-inch-wide ribbon
ribbon (1/2-inch wide)

1705 ISBN and LCCN

1705.1

The ISBN (International Standard Book Number) for NPH products begins with 978-0-8100- and the final five digits are unique to each version of the product. Each version of a work should include the ISBN for any other version of the work (hardcover, spiral-bound, cloth, e-book) and the type of version included following the number.

Northwestern Publishing House
1250 N. 113th St., Milwaukee, WI 53226-3284

www.nph.net

© 20XX Northwestern Publishing House

Published 20XX
Printed in the United States of America
ISBN 978-0-8100-XXXX-X
ISBN 978-0-8100-XXXX-X (e-book)

1705.2

Since 2010 there is no **LCCN** (Library of Congress Control Number) for NPH products.

18. Measurements

| | | | |
|------------------------|-----------------|----------------------|------------|
| inch, inches | in. or " | meter | m |
| foot, feet | ft. or ' | deci | d |
| yard, yards | yd. | liter | L |
| mile, miles | mi. | milliliter | mL |
| pint, pints | pt. | deka | da |
| gallon, gallons | gal. | hecto | h |
| ounce, ounces | oz. | kilo | k |
| pound, pounds | lb. | decimeter | dm |
| revolutions-per-minute | rpm | centimeter | cm |
| miles-per-gallon | mpg | kilometer | km |
| miles-per-hour | mph | dekameter | dam |
| second | sec. | centi | c |
| minute | min. | milli | m |
| hour | hr. | gram | g |
| day | day | centigram | cg |
| month | mo. | microgram | mcg |
| year | yr. | | |
| Fahrenheit | F | (See also M-W metric | |
| Celsius | C | system table.) | |

1801

In most writing do not abbreviate units of measurement. (**B, HB**)

1802

In most writing use all figures—even for numbers 1 through 10—in expressions of **dates, money, clock time, proportions, and ratios**. However, in formal writing (e.g., wedding invitations) numbers may be spelled out. This style is also used with abbreviations and symbols and with numbers referred to as numbers. (**G**)

| | | | |
|-------|-----|-----------------------|----------------|
| May 3 | \$6 | 4 P.M. | a 10-to-1 shot |
| 12 cm | 8°F | a number from 1 to 10 | |

1803

A unit of measurement, time, or money, which is always expressed in figures, does not affect the use of figures for other numerical expressions within a sentence. (**US**)

Cut three dowels 7 inches long.
She bought six 2-liter bottles of cola.

1804

Enumerations of measure should be expressed by figures. (E)

10 gallons

6 lb. 3 oz.

1805

With temperatures, use figures followed by the degree sign and the abbreviation *F* for Fahrenheit or *C* for Celsius. (E) If the abbreviations *F* and *C* are not used, spell out the word *degrees*.

70°F

70 degrees

1806

Dimensions, sizes, and actual temperatures are always expressed in figures. (G)

4- by 6-foot rug

also

8" x 10" portrait

The temperature has been in the low 30s all week.

Note: An indefinite reference to the temperature may be spelled out or expressed as figures.

1807

When measurements consist of **several elements**, do not use commas to separate the elements. The measurement is considered a single unit. Use hyphens if the measurement is used as a modifier. (G)

He is 6 feet 7 inches tall.

a 6-foot-7-inch man

1808

Dimensions, used with consistency, may be expressed as follows: (G)

a room 15 by 30 feet

a 15- by 30-foot room

a room 15 x 30 ft.

a 15- x 30-ft. room

a room 15' x 30'

a 15' x 30' room

15 feet 6 inches by 30 feet 9 inches

15' 6" x 30' 9"

15 ft. 6 in. x 30 ft. 9 in.

1809

If a **symbol is used** with a range of measurements or a series of numerals, the symbol should be repeated with each numeral. If a full word or abbreviation is used, it should be used with only the last numeral. (C, G, MW)

| | | |
|--------------------------------|------------|------------------------|
| 30%-40% | | 30 to 40 percent |
| \$50-\$60 | <i>but</i> | 50 to 60 dollars |
| discounts of 30%, 40%, and 50% | | 30, 40, and 50 percent |

1810

If the numeral is spelled out, then the unit should be written out and not abbreviated. (MW)

1811

If an **abbreviation or symbol** is used for the unit of measure, the quantity should always be expressed as a figure. (C)

1812

Compounds that are units of measurement are hyphenated. (MW)

| | |
|-------------------|-------------------|
| 12 kilowatt-hours | 55 miles-per-hour |
|-------------------|-------------------|

1813

Numbers that form the first part of a **compound modifier expressing measurement** are followed by a hyphen. But when the second part of the modifier is the word *percent*, the number is not followed by a hyphen. (MW)

a 5-foot board
an 8-pound baby
a 75 percent reduction

1814

Write in figures all **measures of distance** except a fraction of a mile. (E)

| | | |
|----------------------------|------------|------------------------------|
| 16 miles, 12 yards, 3 feet | <i>but</i> | one-half mile or half a mile |
|----------------------------|------------|------------------------------|

1815

Enumeration of weight should be expressed in figures. (E)

| | | |
|--------|-----------|-----------|
| 2 tons | 40 pounds | 10 ounces |
|--------|-----------|-----------|

1816

In **mathematical, statistical, technical, or scientific text**, physical quantities (distances, lengths, areas, volumes, pressures, and so on) are expressed in figures, whether whole numbers or fractions. But in ordinary text, these quantities should be treated according to the rules governing the spelling out of numbers. (**C, G, US**)

45 pounds 10 picas 6 meters

The city saw a .5 percent loss in revenue.

$\frac{1}{3}$ cup of liquid

The temperature dropped 20 degrees in less than an hour.

but

More than two-thirds of the class finished their tests early.

19. Photo Captions, Legends, and Headings

1901

In connection with most illustrative matter used in a book or a journal article, a **credit line** is either necessary or appropriate. (C)

1902

Identify all major figures in a photograph. (USNWR)

1903

The **tense of a caption** customarily is the present, even if an event long past is pictured. (USNWR)

1904

Such **words** as *top*, *bottom*, *left*, *right*, *above*, *below*, *left to right*, *clockwise from left*, and the like, are frequently used in legends to **identify individual subjects** in an illustration or parts of a composite. These words are set in italics in parentheses and precede the phrase identifying the object or person. (C, USNWR) If more than one is identified, separate with a semicolon.

(Left to right) Carolyn Wehmeyer, Karen Bauer, Beverly O'Connell

(Above left) Sunday school class in Tokyo; *(right)* Missionary Glen Hieb

1905

With **photo captions** and other descriptive copy attached to charts or graphic illustrations, a period is used only when such copy forms a complete sentence. (CW)

1906

Omit the period after display lines, running heads, centered headlines, side heads set on separate lines, column heads in tables, and one-line legends. (C)

1907

In most formal writing, **capitalize the first and last words**, as well as all nouns, pronouns, adjectives, adverbs, verbs, and subordinate conjunctions in captions, display lines, subheadings, chapter and part headings, and headings. (The titles of these parts are also

placed in quotation marks.) Treat these types of headings consistently throughout a work. (E, US)

1908

In two-line **center heads** word breaks should be avoided. (US)

1909

Nouns used with numbers or letters to designate **major reference headings** are capitalized. Nouns designating **minor reference headings** are typically lowercased. (MW)

| | | |
|----------|------------|-------------|
| Book 2 | | page 101 |
| Figure 1 | <i>but</i> | line 8 |
| Table 3 | | note 10 |
| | | question 21 |

Note: Minor references in Christ-Light materials may be handled differently.

1910

In continued lines an em dash is used between the head and the word *Continued*. No period is carried after the continued line.

| | |
|--------------------|------------------------------|
| The Good Samaritan | The Good Samaritan—Continued |
|--------------------|------------------------------|

20. Punctuation

2001 Apostrophe ’

2001.1

To form the possessive of most singular nouns, add an apostrophe and *s*. To form the possessive of plural nouns, add an apostrophe if the plural ends in an *s* or an *s* sound, otherwise add an apostrophe and *s*. **(B, C, E, HB, MW)** *See also The Gregg Reference Manual*, 10th ed., 627-652 and *The Chicago Manual of Style*, 15th ed., chapter 7 for references to possessives.

| | | |
|---------------------|------------------|------------------------------|
| (one) boy's hat | boys' projects | the children's coats |
| a teacher's college | a leader's guide | the student's text <i>or</i> |
| | | the students' text |

2001.2

To form the **possessive of singular nouns ending in *s* or *z***, add an apostrophe.

| | |
|---|---------------|
| Xerxes' army | Rameses' tomb |
| the hostess' invitation | Boaz' fields |
| Moses' mother concealed him in the bulrushes. | |

2001.3

Add an apostrophe and an *s* only to the last word to form the **possessive case of compound words or word groups**. **(B, E, HB, US)**

father-in-law's
council president's

2001.4

When two or more words show individual possession, add an apostrophe and *s* to them all. If they show joint possession, add an apostrophe and *s* only to the last word. **(AP, B, C, E, US)**

Harry's and Gerry's dentists both use hypnotism. (Harry and Gerry have different dentists.)
The living room is an example of John and Martha's bad taste. (John and Martha are jointly responsible for the living room.)

2001.5

Do not use the apostrophe with **personal pronouns** or with **plural pronouns** in the possessive case. **(HB)**

A friend of theirs knows a cousin of yours.
Their sisters design clothes for babies.

2001.6

To form the possessive singular of expressions used as **compound nouns**, add an apostrophe and *s* to the last word of an expression. (E)

Charles the First's failure
Peter Miller Jr.'s education

John the Baptist's journey

2001.7

When a noun or pronoun modifies a gerund (the *ing* form of a verb used as a noun), the noun or pronoun is usually in the possessive case. If using the possessive makes the sentence awkward, recast the sentence. (G)

I enjoyed John's singing at the party. (*Singing* is the object of *enjoyed*.)
Awkward: We wanted to be sure of Ron's children's being given a ride home.
Better: We wanted to be sure Ron's children would be given a ride home.

But not every noun or pronoun should be in the possessive case. Substituting a pronoun may indicate which is meant.

Our salvation depends on Jesus dying on the cross and rising from the dead.
Our salvation depends on Jesus' dying on the cross and rising from the dead.
(*Both may be right, depending on emphasis.*)
The account of Jesus' dying on the cross may be disturbing to youngsters.

2201.8

To form the **possessive in expressions using *else***, such as *no one else* and *someone else*, add an apostrophe and *s* to *else*. (E)

no one else's someone else's

2001.9

The **possessive of inanimate objects and acronyms** should be expressed by an *of* phrase instead of the possessive form whenever possible. (AP, E)

| | | |
|---|------------|----------------------|
| the routine of the office | <i>not</i> | the office's routine |
| <i>but</i> the office routine (attributive) | | |
| the policy of WELS | <i>not</i> | WELS' policy |

2001.10

Certain **idiomatic expressions referring particularly to time** are written with the apostrophe and *s*. (C, E)

a day's work
a stone's throw

2001.11

Frequently, a **hyphenated version of a phrase** is clearer than one containing an apostrophe.
(AP)

a two-week vacation *rather than* two weeks' vacation

2001.12

If **years are abbreviated to two numerals**, they should be preceded by an apostrophe.
(AP, B, E, MW) *See also* section 21, references to Time.

class of '87 the '30s

2001.13

Figures, signs, symbols, letters, numbers, etc. are usually made plural by adding an *s*. However, add an apostrophe and an *s* when there is a possibility of mistaking the meaning.
(W)

I's (speaking about the letter *i*)

2001.14

Do not use an apostrophe to denote the omission of a **letter or letters in an abbreviation**.
(E)

Agcy.
dept. *not* dep't

2001.15

An apostrophe is often used to **an added *er* ending** to an abbreviation, especially if some confusion might result from its absence. If no confusion is likely, the apostrophe is usually omitted. It is preferable to avoid this construction. (MW)

4-H'er
CBer

2001.16

Contractions should be reserved for dialogue and informal writing in which it is important to preserve a speaker's or author's colloquial tone. Otherwise contractions should be used sparingly in formal writing. (AP, CW)

2001.17

Three kinds of words are especially likely to attract **unneeded apostrophes**: plural nouns,

third-person singular verbs, and the possessives of personal pronouns. (B)

The Joneses and Besses (*not* Jones' and Bass') are feuding.
The subway breaks (*not* break's) down less often now.
The company worried about its (*not* it's) venture capital.
Yours is better than hers.

2201.18

Do not use the apostrophe when making **plurals**.

haves and have-nots pros and cons ins and outs
Give me an agreement without a lot of ifs, ands, and buts.

2002 Asterisk *

2002.1

Asterisks must be used in pairs. If an asterisk is used in the text, an asterisk should appear before the note at the bottom of the page. (W)

2002.2

When the **asterisk and some other mark of punctuation occur together** within a sentence, the asterisk follows the punctuation mark, with no intervening space. (G)

The word that follows comes from the Old English,* and therefore should be initially set in italics.

2002.3

Asterisks are used to **replace words** that are considered unprintable. (G)

2002.4

Any **omission of a word or phrase**, line or paragraph, from within a quoted passage must be indicated by **ellipsis points** (dots), also called suspension points, never by asterisks (stars). (C)

2002.5

The asterisk may be used to **refer the reader to a footnote** placed at the bottom of a page or a table. (G)

2002.6

Footnotes and endnotes might both be used **in the same book**. In such cases, the footnotes should be cited in the text by symbol reference marks (asterisk, dagger, etc.) because numbers may cause confusion. (C, CW, US)

2002.7

If only **a few footnotes** are needed, one can use an asterisk for the first note, a double asterisk for the second, and so on. In most cases, however, use an asterisk for the first note, a dagger for the second, and so on, with a different symbol for each note. (MW)

2002.8

In the footnote itself, leave no space after the asterisk. (G)

2003 Brackets []

2003.1

If the **entire sentence** is in brackets, the **punctuation** should be within brackets. (MW, US)

2003.2

No punctuation is used with brackets unless required by the matter bracketed and the sense of the rest of the sentence. (E)

2003.3

No space is left between brackets and the material they enclose or between brackets and any mark of punctuation immediately following. (MW)

2003.4

When matter in brackets makes **more than one paragraph**, start each paragraph with a bracket and place the closing bracket at the end of the last paragraph. (US)

2003.5

Brackets are used in **mathematics** to show that all the matter within is treated as a unit. (MW, US)

2003.6

Brackets may be used to enclose the **phonetic transcript** of a word. (C, MW)

[t] in British duty

2003.7

Such phrases as *To be continued* and *Continued from . . .* may be placed within brackets or parentheses and set in italics and in reduced type. (C)

2003.8

Use brackets to enclose **parenthetical statements** within parentheses. (C, Con, CW, G, MW)

2003.9

Notes supplied by an editor, translator, or compiler in a work including original notes by the author must be differentiated from the original notes. There are two ways to do this. Either

put *Ed.* or *Trans.* following the period ending the note, or enclose the entire note, except for the note number, in brackets. (C)

2003.10

Use brackets **to add your thoughts, comments, or explanations** to material you are quoting. (B, C, CW, E, G, US) Do not use parentheses as a substitute. (MLC) Exception for dialogue: author's own additions can remain in parentheses.

2003.11

Use brackets **to enclose *sic*** following an error in spelling or usage in copied material. (B, E) The word is always italic, but the brackets usually are not. (G)

According to the newspaper report, "The car slammed thru [*sic*] the railing and into oncoming traffic."

2003.12

In quotations, other than biblical quotations, use brackets if you need to **alter the capitalization** of the quotation so that it will fit into your sentence. (B, MW)

"[O]ne of the busiest in the nation" is how a company spokesperson described the station.

2003.13

Brackets set off insertions that supply **missing letters**. (MW)

"If you can't persuade D[Israeli], I'm sure no one can."

2003.14

Brackets enclose **insertions** that take the place of words or phrases that were used in the original version. (MW)

"The loving portraits and revealing accounts of [this report] are not intended to constitute a complete history of the decade. . . . Rather [they] impact the flavor of the events. . . ."

2003.15

Brackets enclose insertions that slightly **alter the form of a word** used in an original text. (MW)

The magazine reported that thousands of the country's children were "go[ing] to bed hungry every night."

2004 Colon :

2004.1

A **colon introduces a clause or phrase** that explains, illustrates, amplifies, or restates what has gone before. **(B, C, Con, CW, E, HB, MLC, MW, US)**

Time was running out: a decision had to be made.

2004.2

Use the colon **only at the end of a main clause**. The colon separates a main clause from a following explanation or summary, not necessarily a complete main clause. **(B)**

2004.3

Use a colon **between two independent clauses** when the second clause explains or illustrates the first clause and there is no coordinating conjunction or transitional expression linking the two clauses. **(G)**

I have a special fondness for the Maine Coast: it reminds me of the many happy summers we spent there when our children were still in school.

2004.4

Do not capitalize the first word of an **independent clause after a colon** if the clause illustrates, explains, or amplifies the thought expressed in the first part of the sentence, unless it is a proper noun, proper adjective, or the pronoun *I*. **(E, G)**

Essential and nonessential elements require altogether different punctuation: the latter should be set off by commas; the former should not.

2004.5

When a colon introduces a formal statement or an extract, or follows a brief heading or introductory term, **capitalize the first word** after a colon **only if** it is a proper noun, proper adjective, or the start of a complete sentence. **(A, EP, G)**

He promised this: The company will make good all the losses.

Two courses are required: English and algebra.

The rule may be stated thus: Always . . .

We quote from the address: "It now seems appropriate . . ."

NOTE: The library will be closed on the 17th while repairs are being made to the heating system.

1977: New developments in microchip technology lead to less-expensive manufacturing.

2004.6

A colon directs attention to an **appositive**. An em dash is also acceptable. **(B, MLC, MW)**

He had only one pleasure: eating.

2004.7

For a stronger but **less formal** break, use an **em dash in place of a colon** to introduce explanatory words, phrases, or clauses. (CW, G, MW)

My arrangement with Gina is a simple one—she handles sales and promotion, and I take care of production.

2004.8

A colon is used like an em dash to introduce a **summary statement following a series**. (HB, MW)

Physics, biology, sociology, anthropology: he discusses them all.

2004.9

A colon should **not be used** to introduce a list that is a complement or object of an element in the introductory statement. (C) Exceptions may be acceptable in advertising.

The metals excluded were
molybdenum,
mercury,
manganese,
magnesium.

Dr. Brandeis had requested wine, books, bricks, and mortar.

2004.10

A colon is used to **introduce a series**. The introductory statement often includes a phrase such as *the following* or *as follows*. (B, C, G, HB, MW)

2004.11

A colon may act as a **substitute** for such words as *that is*, *namely*, *for instance*, and *for example*. (CW)

This is what faith is: God perceived intuitively by the heart, not by reason.—Pascal
This is what we ate: turkey, stuffing, potatoes, and carrots.

2004.12

Place a colon **before such expressions** as *for example*, *namely*, and *that is*, for lists or series that consist of longer phrases or clauses. When they introduce words, use a comma rather than a colon. (G)

The company provides a number of benefits not commonly offered in this area: for example, free dental insurance, low-cost term insurance, and personal financial counseling services.
Binghamton's study included the three most critical areas, namely, McBurney Point, Rockland, and Effingham.

Be especially careful not to use an **unnecessary colon** between a verb and its complement or object, between a preposition and its object, or after *such as*. (HB)

incorrect The winners were: Pat, Lydia, and Jack.

incorrect Many vegetarians do not eat dairy products, such as: butter, cheese, yogurt, or ice cream.

In **transcriptions of dialogue**, a colon follows the speaker's name. (**AP, C, MW**)

A colon follows the **salutation** in formal correspondence. (**B, G, E, MW, US**) A colon should follow a speaker's introductory remark addressed to the chairman or the audience. (**C**)

Dear Sir:

Mr. Chairman, Ladies, and Gentlemen:

Colons go **outside quotation marks** unless they are part of the quotation itself. **(AP)** The same applies to parentheses. **(MW)**

I quote from the first edition of *Springtime in Savannah* (published in 1952). There's only one thing wrong with "Harold's Indiscretion": it's not funny.

but

“The most important thing to remember is this,” he said, “never use a double negative.”

A colon introduces **lengthy quoted material** that is set off from the rest of a text by indentation but not by quotation marks. (MW, CW)

He took the title for his biography of Thoreau from a passage in *Walden*:

I long ago lost a hound, a bay horse, and a turtle-dove, and am still on their trail. . . . I have met one or two. . . .

A colon **may be used before a quotation in running text**, especially when the quotation is lengthy, the quotation is a formal statement or is being given special emphasis, or the quotation is an appositive. (AP, B, E, MLC, MW)

In response, he had this to say: “No one knows better than I do that changes will have to be made soon.”

2004.19

Use colons in **references in bibliographic citations** to separate the city of publication from the publisher's name. (**HB, MLC**)

New York: Morrow, 1980

2004.20

A colon **separates elements** in bibliographical and biblical **citations**, and fixed formulas used to express **ratios** and **time**. (**AP, B, CW, G, HB, MLC, MW, US**)

John 4:10
8:30 A.M.

2004.21

A colon separates titles and subtitles in references to books and publications. (**B, E, G, HB, MLC, MW**)

The Tragic Dynasty: A History of the Romanovs

2004.22

A colon is not necessary on **book covers** or title pages, except as an element of design.

2004.23

In ads no colon is needed if title and subtitle occur on separate lines.

See also section 15, **Lists, Enumerations, and Outlines**.

2005 Comma ,

2005.1

Use a comma to indicate the **omission of a word**, usually a word that has been used before in the sentence. If the meaning is clear without it, however, a comma is not needed. (**C, CW, E, G, MW, USNWR, US**)

Common stocks are preferred by some investors; bonds, by others; and mortgages, by still others.

2005.2

A comma often **replaces** the conjunction *that*. (**G, MW**)

The problem is, we don't know how to fix it.

2005.3

Use a comma or commas to **set off parenthetical expressions**, *yes*, *no* (AP), tag questions, mild interjections (B, Con, CW, MW), transitional adverbs, and similar elements that **effect a distinct break** in the continuity of thought. (C, E)

The only option, besides locking him up, was to release him to his parents' custody.
Jones should be allowed to vote, should he not?
Well, you will never know who did it.
Oh, a change would be nice, but I can't afford a vacation just now.

2005.4

Use a comma to **separate two figures or words indicating figures** in order to make their meaning clear. (E, US) Rewriting is often the best way to deal with situations such as these. (CW)

In August of 1670, 450 people heard William Penn preach in front of his padlocked church.
In August of 1670, William Penn preached to 450 people in front of his padlocked church. (rewritten)

2005.5

Use a comma to **separate similar or identical words standing next to each other**, even when the sense or continuity does not seem to require it. (AP, C, E) A comma should also separate two unrelated proper names. (CW, MW)

Whatever is, is right.
Whenever you go, go quickly.
For Walton, Donne was the premier poet of his day.

2005.6

A comma is usually **used after such expressions** as *that is*, *namely*, *for example*, *for instance*, *as*, *i.e.*, and *e.g.* The punctuation preceding such expressions should be determined by the magnitude of the break in continuity. If the break is minor, a comma should be used. Otherwise use a colon, a semicolon, an em dash, or parentheses. (C)

Our November holiday, that is, Thanksgiving, was a New England institution.
Our November holiday—that is, Thanksgiving—was a New England institution.

2005.7

A comma or em dash, or a pair of commas or em dashes, often **sets off** parenthetical or amplifying material, which may be introduced by **such phrases as for example, namely, that is, e.g., and i.e.** Parentheses should be used when the parenthetical matter is not as essential to the argument of the sentence. (CW, MW)

Miss Ann Bradstreet—a woman and a Puritan no less—may be regarded as the first major American poet.

Miss Ann Bradstreet, a woman and a Puritan no less, may be regarded as the first major American poet.

The committee—that is, several of its more influential members—seemed disposed to reject the Brower Plan.

The committee, that is, several of its more influential members, seemed disposed to reject the Brower Plan.

2005.8

When the context calls for a comma at the end of material in parentheses or brackets, the comma should be **placed outside the parentheses or brackets**. (C)

2005.9

Commas set off **transitional words and phrases** such as *finally*, *meanwhile*, and *after all*. (MW)

2005.10

A comma does not usually separate elements that are contrasted through the use of a pair of **correlative conjunctions**. (MW)

Neither my brother nor I noticed the mistake.

2005.11

The comma is omitted before quotations that are **very short exclamations** or representations of sounds. (MW)

He jumped up suddenly and cried “Yow!”

2005.12

Use a comma between the **title of a person** and the **name of the organization** in the absence of the words *of* or *of the*. (US)

president, Yale University

2005.13

A person’s **residence or workplace** is not ordinarily set off by commas. (USNWR)

Gary Kendall of the Van Houten Corporation will be visiting us next week.

2005.14

Use commas to **set off the individual elements** in names of **geographical places** or **political divisions and addresses** but not before ZIP code numbers. (C)

Four years ago I was transferred from Bartlesville, Oklahoma, to Kinshasa, Zaire.
Mr. Alexander VanderPoll, 5 Cliff Way, Larchmont, NY 10538

2005.15

Use a comma to set off a **phrase denoting position**. (C, E, G, MW)

Gary Kendall, president of the Van Houten Corporation, will be visiting us next week.

2005.16

A comma follows the surname in an **inverted name**. (G, MW)

Sagan, Deborah J.

2005.17

Abbreviations that stand for **academic degrees (E), religious orders (G), honorary and military titles**, as well as *Junior*, and *Senior*, when they are spelled out, are set off by commas when they follow a person's name. (MW) When the abbreviations *Jr.*, *Sr.*, or **roman or Arabic numerals** follow a person's name, do not use commas unless you know that the person in question prefers to do so.

Robert Menard, MA, PhD
Douglas Fairbanks, Senior
Douglas Fairbanks Sr.

2005.18

A comma may be used to set off the word ***Incorporated* or the abbreviations *Inc.*, *Ltd.***, and similar expressions. It is best to punctuate according to the company's preference. (MW)

2005.19

When a **business letter** is referred to by date, any related phrases or clauses that follow are usually nonessential. (G)

Thank you for your letter of February 27, in which you questioned the balance on your account.

2005.20

The comma **follows the salutation** in informal correspondence and **the close** in all correspondence. (MW)

2005.21

A comma often follows a **direct object, predicate nominative, or predicate adjective** when it precedes the subject and the verb in the sentence. If the meaning of the sentence is clear without this comma, it is often omitted. (MW)

That we would soon have to raise prices, no one disputed.

2005.22

Use a comma to set off **words in direct address**. (AP, B, C, Con, E, MW, US)

The answer, my friends, lies within us.
Congratulations, Grandma and Grandpa!

2005.23

Use a comma to set off **words in apposition** unless there is an unusually close connection between the appositive and the word it modifies or if the appositive has become part of a proper name. (C, Con, CW, E, MW, USNWR, US)

Chuck and his wife, Sue, have been married 25 years.
Chuck's son Todd plays the tuba, and his son Scott plays the trombone.
Eric the Red

2005.24

Do not separate **compound personal pronouns** from the words they emphasize. (E)

Bruce himself sent the telegram.

2005.25

Do not use commas when a **word or phrase is in italics** or enclosed in quotation marks. (E)

The word *caprice* is derived from the Latin word *capere*.

PHRASES AND CLAUSES

2005.26

Use a comma to **set off words, phrases, and clauses** that would be **otherwise unclear**. (AP, B, C, G, HB)

When I was about to begin, the speech ended.
She recognized the man who entered the room, and gasped.

2005.27

Use **em dashes instead** of commas to set off a **nonessential element** that requires special **emphasis**. (G) *See also The Gregg Reference Manual*, 10th ed., 201, 202, 206.

At this year's annual banquet, the speakers—and the food—were superb.

2005.28

A comma ordinarily precedes a **coordinating conjunction that links main clauses** where

the subjects are expressly stated (**AP, B, HB, MW, US**) unless the clauses are brief. (**Con, G, USNWR**)

The minutes would pass, and then suddenly Einstein would stop pacing as his face relaxed into a gentle smile.

2005.29

Do not use a comma between **two independent clauses** that are not joined by a coordinating conjunction. Use a semicolon, a colon, or an em dash (whichever is appropriate), or start a new sentence. This prevents run-on sentences. (**G**)

incorrect: Please review the payroll worksheets quickly, I need them back tomorrow.
correct: Please review the payroll worksheets quickly; I need them back tomorrow.

2005.30

Nonrestrictive clauses or phrases and nonrestrictive appositives are **set off by commas**. Such a clause is one that is not needed to make the meaning clear. Nonrestrictive clauses or phrases that require special emphasis may be set off by em dashes. Restrictive elements are not set off. (**B, Con, CW, E, G, HB, MW**)

restrictive: My son Michael was the first to reply.
Jesus Christ our Lord, who . . .
Our Lord Jesus Christ . . .
. . . our Savior Jesus Christ . . .
Jesus Christ our Savior . . .
Our Lord and Savior Jesus Christ . . .
nonrestrictive: My mother, who listened to his excuses, smiled knowingly.
. . . through your Son, Jesus Christ, who . . .
Our only Lord and Savior, Jesus Christ, . . .

2005.31

When the **dependent clause follows the main clause**, the comma is usually **omitted** except when it adds a reason or concession introduced by *because*, *since*, *as*, or *though*. (**E**)

He was always at hand when there was difficult work to do.
Loyalty is one of the cardinal virtues of a secretary, because of the confidential nature of the position.

2005.32

A **compound-complex sentence** typically consists of two independent clauses (joined by *and*, *but*, *or*, or *nor*) and one or more dependent clauses. To punctuate a sentence of this kind, first place a separating comma before the conjunction that joins the two main parts.

Then consider each half of the sentence alone and provide additional punctuation as necessary. (G)

Margaret, who had already decided that she would ask the question at the first opportunity, tried to catch the director's attention as he passed through the anteroom, but the noisy group of people accompanying the director prevented him from noticing her.

2005.33

If the **coordinate clauses** themselves contain commas, a semicolon may be used to separate them. (C, CW)

Jeff Adler, the CEO of Marshfield & Duxbury, is eager to discuss a joint venture with my boss, who is off on a six-week trip to the Far East; but the earliest date I see open for such a meeting is Wednesday, October 20.

2005.34

Use a comma between the parts of a **short compound sentence** when punctuation is needed for clearness or to give an additional idea, but not when the clauses are short and closely related. (C, CW, E, MW)

We have been planning this expansion for years, and I am glad the time has come to make a start.
Fill in the enclosed blank and mail it today.

2005.35

Distinguish between a **compound sentence** and a simple sentence with a **compound predicate**. Do not use a comma between the verbs of a compound predicate. (C, Con, CW, E, G, MW)

He joined the firm as an accountant and in time became manager.

2005.36

In a compound sentence composed of a **series of short independent clauses**, the last two of which are joined by a conjunction, commas should be placed between the clauses and before the conjunction. (C, MW)

Harris presented the proposal to the governor, the governor discussed it with the senator, and the senator made an appointment with the president.

2005.37

Long **comparing clauses** are separated by commas; short comparing phrases are not. (G, MW)

The more I heard about this new project, the greater was my desire to volunteer.
"The sooner the better," I said.

2005.38

When **two or more complementary or contrasting phrases** modify a single word, the phrases should be separated from one another and from the following word by commas. (C, E, US) *See also The Gregg Reference Manual*, 10th ed., 147.

Saving, not spending, is the way of security.
The most provocative, if not the most important, part of the statement was saved until last.

2005.39

Clauses or phrases **expressing contrast** should be separated by a comma. (B, C, G, HB)

The higher Fisher climbed, the dizzier he felt.
This essay needs less wit, more pith.

2005.40

Use a comma after **introductory participial, infinitive, prepositional, and absolute phrases and subordinate clauses**. The comma may be omitted after a short prepositional phrase if the phrase does not contain a verb, is not a transitional expression or independent comment, or if its omission does not create confusion. (G)

To get to work safely, we drove slowly.
After falling off the toboggan, we got up and brushed off the snow.
Besides having to buy a car, he needed a place to live.
Their work finished, the men quit for the day.
Generally speaking, his successes go unnoticed.

2005.41

When a **dependent adverbial clause precedes a main clause**, a comma is generally used. (Con, CW, MW) In cases where the subject of the adverbial and main clause is the same, there probably won't be any confusion as to where the main clause begins, and a comma may not be needed. A comma should not be used if the phrase immediately precedes the verb it modifies. (C, E)

While the general trend has been upward, decreases in the tax rates are not unknown.
Before I began to write novels I had forgotten all I learned at school and college.
After reading the note, Henrietta turned pale.
On Tuesday he tried to see the mayor.
In the doorway stood a man with a summons.

2005.42

An **adverbial phrase or clause** located between the subject and the verb should usually be

set off by commas. (C, Con, MW)

Wolinski, after receiving his instructions, left immediately for Algiers.

2005.43

Use commas to **set off words, phrases, or clauses that interrupt the flow** of a sentence or that are loosely added at the end as an afterthought. (G)

The exhibit contained only modern art, if I remember correctly.

Our lighting equipment, you must admit, is most inadequate.

but

I can leave the office at 2:00 if I get my work done.

2005.44

A comma is frequently necessary to **set off a question** from the clause that introduces it. (C, US)

Suddenly he asked himself, why shouldn't I?

2005.45

When **or** introduces a word or a phrase that identifies or explains the preceding word, set off the explanatory expression with commas. (G)

Determine whether the clauses are coordinate, or of equal rank.

MODIFIERS

2005.46

Commas enclose **modifying phrases** that do not immediately precede the word or phrase they modify. (MW)

Hungry and tired, the soldiers marched back to camp.

2005.47

Use commas to set off **descriptive phrases** following the noun they modify. (Con, E, USNWR)

The child, pale with fatigue, waited for her mother.

2005.48

A comma is used to separate **two or more adjectives, adverbs, or phrases** that modify the same word or phrase. (AP, C, Con, E, MW, US) A comma is not used between the final

adjective in a series and the following noun. (G)

She spoke in a calm, reflective manner.
I put in a long, hard, demanding day on Monday.

2005.49

A comma is **not used** between two adjectives when the **first modifies the combination** of the second adjective plus the word or phrase it modifies. (AP, G, MW)

a little brown jug
a modern concrete-and-glass building

2005.50

A comma is **not used** to separate an **adverb from the adjective or adverb** it modifies. (MW)

a truly distinctive manner

2005.51

Commas are **not needed** to set off the **adverb too** regardless of its position or meaning in the sentence.

They are after a bigger share of the market too.
You too could be in the Caribbean right now.
The news is almost too good to be believed.

2005.52

Adjectives and adverbs that **modify the same word or phrase** and that are **joined by but** or some other coordinating conjunction are **not separated** by a comma. (MW)

a bicycle with a light but sturdy frame

2005.53

When two or more **phrases modify a single following word**, then commas are used to separate those phrases. (Con)

The road leads away from, rather than toward, your destination.

SERIES

2005.54

Use commas between **words, phrases, or clauses forming a series** and between coordinate adjectives not linked by conjunctions. (B, CW, E, HB, MW)

2005.55

A comma is **not used** to separate items in a series that are **joined with conjunctions**. (MW)

2005.56

When the elements in a series are **long and complex** or involve internal punctuation, they should be separated by semicolons. (C, MW)

The membership of the international commission was as follows: France, 4;
Germany, 5; Great Britain, 1; Italy, 3; the United States, 12.

2005.57

In a series consisting of **three or more elements**, the elements are separated by commas. When a conjunction joins the last two elements in a series, a comma is used before the conjunction. (C, Con, CW, G, US)

2005.58

Put a comma **before the concluding conjunction** in a series if an integral element of the series requires a conjunction and also before the concluding conjunction in a complex series of phrases. (AP)

I had orange juice, toast, and ham and eggs for breakfast.
The main points to consider are whether the athletes are skillful enough to compete, whether they have the stamina to endure the training, and whether they have the proper mental attitude.

2005.59

Although the use of *etc.* **in running text** is discouraged, when used it should be set off by commas. (C, G)

We will start our sale of suits, coats, hats, etc., tomorrow morning.

QUOTATIONS

2005.60

If the quotation is used as the **subject or the predicate nominative** of the sentence, or if it is a **restrictive appositive**, it should not be set off by commas. (C)

“Under no circumstances” was the reply he least expected.
Morgenstern’s favorite evasion was “If only I had the time!”

2005.61

Use a comma to set off **informal direct quotations**. (AP, E)

The doctor remarked, “I haven’t seen many cases like yours as yet this season.”

2005.62

A **direct quotation, maxim, or similar expression** should ordinarily be set off from the rest of the sentence by commas. (C, CW)

2005.63

A comma does not set off a **quotation that is tightly incorporated** into a sentence. (MW)

“I forgive you” is a primary assertion of Christian life.
Just because he said he was “about to leave this minute” doesn’t mean
he actually left.

2005.64

A comma is not used to set off **indirect discourse** or indirect questions introduced by a conjunction (such as *that* or *what*). (E)

The supervisor told us that chronic absenteeism would not be tolerated.

2005.65

Place commas that follow quotations **within quotation marks**. (AP, B, C, US)

2005.66

Use a comma after the first part of a **quotation interrupted by explanatory words**. Follow the explanatory words with the punctuation required by the quotation. (B)

“That part of my life was over,” she wrote; “his words had sealed it shut.”

2005.67

Ordinarily, use a comma to **separate introductory and concluding explanatory words** from quotations. (AP, B, MW, US)

General Sherman said, “War is hell.”
“Knowledge is power,” wrote Francis Bacon.

2005.68

Do not use a comma at the start of an **indirect or partial quotation**. (AP)

He said his victory put him “firmly on the road to a first-ballot nomination.”

2006 Ellipsis . . .

2006.1

Treat an ellipsis as a three-letter word, with **three periods and two spaces** (. . .). (AP, B, E, HB, MW, USNWR)

2006.2

Use an ellipsis to **indicate the deletion** of one or more words in condensing quotes, texts, and documents. (**B, C, CW, G, HB, MW**) Be especially careful to avoid deletions that would distort the meaning. (**AP**)

2006.3

If the words that precede an ellipsis constitute a **grammatically complete sentence**, either in the original or in the condensation, place a period or other mark of punctuation at the end of the last word, plus a space, and then the ellipsis. (**AP, B, CW, E, HB**) Punctuation used in the original that falls on either side of the ellipsis points is often omitted. However, if the original sentence ends with punctuation other than a period, the end punctuation often follows the ellipsis points, especially if it helps clarify the quotation. (**C, MW, USNWR**)

“It was another Nicaragua, another Cambodia, another Vietnam. . . . All that was being said was that something was happening in the Philippines.”

According to the book, “When ellipsis points are used in this way . . . , the omission is sometimes thought of as being marked by four periods.”

He always ends his harangues with some variation on the question, “What could you have been thinking when you . . . ?”

2006.4

Four ellipsis points—a period, followed by three spaced dots—indicate the omission of (1) the last part of the quoted sentence, (2) the first part of the next sentence, (3) a whole sentence or more, or (4) a whole paragraph. (**C**)

2006.5

Every succession of words preceding or following **four ellipsis points** should be functionally a sentence. (**C**)

The spirit of our American radicalism is destructive and aimless: it is not loving, it has no ulterior and divine ends; but is destructive only out of hatred and selfishness. On the other side, the conservative party, composed of the most moderate, able, and cultivated part of the population, is timid, and merely defensive of property. It vindicates no right, it aspires to no real good, it brands no crime, it proposes no generous policy, it does not build, nor write, nor cherish the arts, nor foster religion, nor establish schools, nor encourage science, nor emancipate the slave, nor befriend the poor, or the Indian, or the immigrant. From neither party, when in power, has the world any benefit to expect in science, art, or humanity, at all commensurate with the resources of the nation. (complete paragraph)

The spirit of our American radicalism is destructive and aimless. . . . The conservative party . . . is timid, and merely defensive of property. It vindicates no right, it aspires to no real good. . . . From neither party . . . has the world any benefit to expect in science, art, or humanity, at all commensurate with the resources of the nation. (condensed version)

2006.6

Ellipsis points are used to indicate that a quoted sentence has been **intentionally left unfinished**. In this situation, the ending period is not included. (C, G, MW)

Please look at the example beginning “The spirit of our American radicalism . . .” and tell me how you would shorten it.

2006.7

An ellipsis may be used to **indicate a pause, hesitation, or incomplete thought** on the part of the speaker. Three ellipsis points are used. (AP, C, HB, MW) An em dash can also be used for the same purpose. (B)

“Well, that’s true . . . but even so . . . I think we can do better.”
“I wish . . .” His voice trailed off. (Three ellipsis points are indicated with no other punctuation.)
“I was worried you might think I had stayed away because I was influenced by—”
He stopped and lowered his eyes.

2006.8

When material is deleted at the **end of one paragraph and at the beginning** of the one that follows, place an ellipsis at both locations. (AP)

2006.9

The omission of one **full line or several consecutive lines of verse** is indicated by one line of em-spaced dots approximately the length of the line above it (or of the missing line, if that is determinable). (C) To create em space, go to format > font > character spacing > expanded > 3 pt.

I will arise and go now, and go to Innisfree,
.
And live alone in the bee-loud glade.
(W. B. Yeats, “The Lake Isle of Innisfree”)

2006.10

Do not use an ellipsis at the **beginning and end of oral direct quotes** such as in an article of an interview. (AP) This also applies to biblical quotes, unless the omission is being emphasized.

“It has become evident to me that I no longer have a strong political base,” Nixon said.
not
“. . . it has become evident to me that I no longer have a strong political base . . . ,” Nixon said.
“God so loved the world that he gave his one and only Son” (John 3:16).
not
“. . . God so loved the world that he gave his one and only Son, . . .” John 3:16).

2006.11

Ellipsis points are sometimes used as a stylistic device to catch and hold a reader's attention. (MW)

2007 Em Dash —

2007.1

Note the difference in size between the **hyphen** (-), the **en dash** (–), and the **em dash** (—).

2007.2

Do not space on either side of the em dash. (MLC)

2007.3

Type an **em dash at the end of a line** rather than at the start of a new line. (G)

2007.4

If **several works by the same author**, authors, or institutional or corporate authors are listed in a bibliography or reference list, a **3-em dash** is used in place of the author's name for each item following the first. If a period follows the author's name in the first item, a period follows the dash as well. (C, E, US)

Reu, J. Michael. *In the Interest of Lutheran Unity: Two Lectures*. Columbus:
Lutheran Book Concern, 1940.
— — —. *Luther and the Scriptures*. Columbus: The Wartburg Press, 1944.

2007.5

A 3-em dash indicates that an entire **word is missing**. In this case it should have a space on each side. (CW)

A certain pastor in the village of — — — was known to have cooperated with the Nazis.

2007.6

The em dash is used to mark a **sudden break** or abrupt **change in thought**. (AP, C, Con, CW, E, G, HB, MW, US)

“Will he—can he—obtain the necessary signatures?” Mills said pointedly.

2007.7

A 2-em dash is used to indicate **missing letters**. No space appears between the dash and the existing part of the word, but where the dash represents the end of a word, the normal word space follows it. (C, CW)

We ha— — a copy in the library.

2007.8

Use an em dash or dashes to **emphasize nonrestrictive elements**. This is especially useful when these elements are internally punctuated. Be sure to use a pair of dashes when the element interrupts a main clause. **(B, C, E, G)**

He had spent several hours carefully explaining the operation—an operation that would, he hoped, put an end to the resistance.
There are many differences—aside from the physical ones—between men and women.

2007.9

Use em dashes instead of commas to set off a nonessential element that requires **special emphasis**. **(G)**

At this year's annual banquet, the speakers—and the food—were superb.

2007.10

Use em dashes to set off and emphasize **words that repeat or restate** a previous thought. **(G)**

Don't miss the opportunity—the opportunity of a lifetime!

2007.11

For a stronger but less formal break, use an em dash in place of a colon to **introduce explanatory words, phrases, or clauses**. **(CW, G, MW)**

My arrangement with Gina is a simple one—she handles sales and promotion, and I take care of production.

2007.12

Use an em dash to **set off a single word** that requires special emphasis. **(G)**

Jogging—that's what he lives for.

2007.13

If a **closing em dash occurs** at a point where the sentence requires a **semicolon, a colon, or a closing parenthesis**, drop the closing em dash and use the required sentence punctuation.

You need a volunteer (for example, someone like Louis Morales—he's always cooperative) to play the part of the customer.

2007.14

If a **comma is required** at a point where the **closing em dash occurs**, then omit the comma

and retain the closing em dash unless the em dash immediately concludes a quotation. (C, CW, G, MW)

The situation has become critical—indeed dangerous—but no one seems to care.

2007.15

When a **question or exclamation** is set off by em dashes within a sentence, use a question mark or an exclamation point before the closing em dash. (C, G)

The representative of the Hitchcock Company—do you know her?—has called again for an appointment.

The new sketches—I can't wait to show them to you!—should be ready by Monday.

2007.16

Do not precede an **opening em dash** with a comma, a semicolon, a colon, or a period (except a period following an abbreviation). Do not use a period before a **closing em dash**. (G)

2007.17

An em dash may be used to insert **parenthetical matter** that carries special emphasis, importance to the main thrust of the sentence, or if it will make the meaning more clear. (E, G, HB, US) Parentheses should be used when the parenthetical matter is not as essential to the argument of the sentence. (CW, MW)

Miss Ann Bradstreet—a woman and a Puritan no less—may be regarded as the first major American poet.

2007.18

An em dash or a pair of em dashes often sets off parenthetical or amplifying material **introduced by** such phrases as *for example, namely, that is, e.g., and i.e.* (C, MW)

The committee—that is, several of its more influential members—seemed disposed to reject the Brower Plan.

2007.19

In sentences having **several elements as referents** of a pronoun that is the subject of a final, summarizing clause, the **final clause** should be preceded by an em dash. (C)

Winograd, Burton, Kravitz, Johnson—all were astounded by the chairman's resignation.

2007.20

Em dashes are used to set off or introduce **defining or enumerating phrases**. (MW)

The essay dealt with our problems with waste—cans, bottles, discarded tires, and other trash.

2007.21

An em dash is used before a final clause that summarizes a **series of ideas**. (CW, G, HB, MW, US)

Freedom of speech, freedom of worship, freedom from want, freedom from fear—
these are the fundamentals of moral world order.

2007.22

An em dash is used after an **introductory phrase** reading into the following lines and indicating repetition of such phrases. (US) *See also* Colon 2004.

I recommend—
That we accept the rules;
That we also publish them; and
That we submit them for review.

2007.23

An em dash **precedes a credit line** which is set in italics. (AP, CW, MW)

Still achieving, still pursuing,
Learn to labor and to wait.
—Longfellow

2007.24

Use an em dash with a preceding question mark, **in lieu of a colon**. (US)

How can you explain this?—"Fee paid \$5."

2008 En Dash —

2008.1

Note the difference in size between the **hyphen** (-), the **en dash** (–), and the **em dash** (—).

2008.2

Do not space on either side of the en dash.

2008.3

The en dash is used between continuing or **inclusive dates or time**.

January–June 1982–1984 10:30 A.M.–5:00 P.M.

2008.4

The hyphen, not the en dash, is used between **inclusive numbers in references** such as

hymn numbers and stanzas, Bible verses, pages, chapters, volumes, ages, and grades.

grades 10-12

CW 50:1-3

2008.5

The en dash is **not used** for the word *to* when the word *from* precedes the first of two related figures or expressions. (US)

From January 1 to June 30, 1951

not from January 1–June 30, 1951

2008.6

The en dash is **not used** for the word *and* when the word *between* precedes the first of two related figures or expressions. (US)

Between 1923 and 1929

not between 1923–1929

2008.7

The en dash is **used in a combination** of (1) figures, (2) capital letters, or (3) figures and capital letters. (US)

exhibit 6–A

I–95

CBS–TV network

but ACF–Brill Motors Co.

loran–C

Mig–21

2008.8

Use a hyphen, not an en dash, to **avoid ambiguity** or an awkward combination of letters or syllables between a prefix and the root or a suffix and the root. (B, HB)

to re-sign a petition

to resign a position

semi-independent

but

shell-like

2008.9

The en dash rather than the em dash is used in **biblical quotations** to indicate **inclusive chapters**.

Ezekiel 1–6

John 1:10–2:3

See also section 21, references to **Time and Compounds**.

2009 Exclamation Point !

2009.1

An exclamation point is used to mark an **outcry or an emphatic or ironical comment** (surprise, disbelief, etc.). In order not to detract from its effectiveness, however, the author should use it sparingly. Use only **one exclamation point at a time**. (AP, B, C, E, HB, US)

2009.2

An exclamation point is used after a **strong command**. (B)

Come here immediately!
“Stop!” he yelled.

2009.3

An exclamation point replaces the question mark when an **ironic or emphatic tone** is more important than the actual question. (E) Occasionally the exclamation point is used with a question mark to indicate a very **forceful question**. (MW)

Aren't you finished yet!
How much did you say?!
You did what!?

Note: Whether to place the question mark or exclamation point first would seem to be decided by the tone of the sentence. If the tone is ironic or emphatic, then the exclamation point should be placed before the question mark. If the actual question is more important, the question mark should be placed first.

2009.4

A single word may be followed by an exclamation point to express **intense feeling**. The sentence that follows it is punctuated as usual. (G)

Congratulations! Your summation at the trial was superb.

2009.5

The **vocative O** is used without an exclamation point, but if strong feeling is expressed, an exclamation point is placed at the end of the sentence. (G, US)

O Lord, save your people!

2009.6

The **exclamation oh** may be followed by either an exclamation point or a comma. (G)

Oh! I didn't expect that!
Oh, what's the use?

2009.7

Exclamatory phrases that occur within a sentence are set off by em dashes or parentheses. (MW)

And now our competition—get this!—wants to start sharing secrets.
The board accepted most of the recommendations, but ours (alas!) was not even considered.

2009.8

In **research writing**, use exclamation points only in direct quotations. (MLC)

2009.9

The exclamation point should always be placed inside the quotation marks, parentheses, or brackets when it is **part of the quoted matter**; otherwise, it should be placed outside. (C, MW, USNWR)

The women cried, “Those men are beating that child!”
Her husband replied—calmly—“It is no concern of mine”!

2009.10

An exclamation point should ordinarily **not be used after *sic***; the insertion of *sic* alone is enough to call attention to the error in the source. (C)

2010 Hyphen -

2010.1

Note the difference in size between the **hyphen** (-), the **en dash** (–), and the **em dash** (—).

2010.2

Do not space on either side of the hyphen.

Note: Use spaces on either side of the **equals sign** (=), double hyphen, when used as a verb in a sentence and in equations.

An ounce of prevention = a pound of cure.
5 + 5 = 10

2010.3

The hyphen, not the en dash, is used between **inclusive numbers in references** such as hymn numbers and stanzas, Bible verses, pages, chapters, volumes, ages, and grades.

grades 10-12 CW 50:1-3

2010.4

A hyphen is used to divide words into syllables. (E) *See also* section 24, Word Division.

2010.5

A hyphen divides letters or syllables to give the effect of **stuttering, sobbing, or halting speech**. (MW)

“I s-see. B-but why?”

2010.6

Hyphens indicate a **word spelled out** letter by letter. (MW)

“Is Niebuhr spelled N-I-E or N-E-I?”

2010.7

A hyphen indicates that a **word element** is a prefix, suffix, or medial element. (MW)

2010.8

Use the hyphen to form compound adjectives, fractions, compound numbers, and **coined compounds**; to attach some **prefixes and suffixes**; and to avoid confusion. (AP, B, CW, E, HB, MLC, MW, US, USNWR) *See also* section 10, Compounds.

| | | |
|-------------|-----------------|-----------------|
| well-known | three-fourths | come-and-get-me |
| un-American | president-elect | de-emphasize |
| re-creation | | |

R. A. Torrey’s well-timed anecdote was effective.

2010.9

Hyphenate **two nouns** when they signify that one person or one thing has two functions. (G)

| | | |
|----------------|--------------|--------------|
| actor-director | clerk-typist | dinner-dance |
|----------------|--------------|--------------|

2010.10

When **two nouns of equal importance** are temporarily yoked, they should be hyphenated. It should be emphasized that the use of a solidus (slash) is incorrect. (CW, G)

| | |
|-----------------|----------------------------------|
| poet-priest | Milwaukee-Chicago-Houston flight |
| parent-guardian | German-American cuisine |
| pastor-father | |

2010.11

Surnames written with a hyphen are in most cases considered as one name. (E)

| | |
|-------------------------|-------------------|
| Harley Granville-Barker | Sheila Kaye-Smith |
|-------------------------|-------------------|

2010.12

An **adverb ending in -ly** never takes a hyphen when combined with an adjective. (CW, US)

a badly needed reform
a highly effective testimony
eagerly awaited moment

2010.13

Hyphenation frequently depends upon the **syntactical use** of a **phrase or expression**. Consult Webster's dictionary. (CW)

I received an X-ray treatment. (*adjective*)
This condition can be treated by X ray. (*noun*)

2010.14

Foreign phrases used as adjectives should not be hyphenated. (E, US)

a priori reasoning
noblesse oblige attitude

ex cathedra pronouncement

2010.15

Do not ordinarily use the hyphen between a **prefix and the stem** when the added word is not a proper noun. (E, HB)

antisocial coauthor retroactive

2010.16

The prefixes **self-** (E, US), **all-**, **ex-** (meaning former), and **half-** generally use hyphens unless the word is listed otherwise in Webster's dictionary. (CW)

all-faiths meeting
ex-pastor
half-pint

halfway (Webster's dictionary)
self-sacrifice

When using **an e** (meaning "**electronic**"), use *e* with a hyphen:

e-mail e-book e-commerce. (D)

2010.17

These prefixes and suffixes generate **compounds** that are **nearly always closed**, whether they are nouns, verbs, adjectives, or adverbs. (C)

| | | | | |
|-------|--------|--------|---------|--------|
| ante- | infra- | mini- | pre- | sub- |
| anti- | inter- | multi- | pro- | super- |
| bi- | intra- | neo- | proto- | supra- |
| bio- | -like | non- | pseudo- | trans- |

| | | | | |
|----------|--------|-----------|--------|--------|
| co- | macro- | out- | re- | ultra- |
| counter- | meta- | over- | semi- | un- |
| extra- | micro- | post- | socio- | under- |
| -fold | mid- | ("after") | | |

EXCEPTIONS

2010.18

Most compounds in which the **second element** is a **capitalized word or numeral** are hyphenated.

| | | |
|--------------------------|---------------|--------------|
| anti-Semitic | mid-1944 | mid-August |
| pre-1914 | neo-Darwinian | post-Kantian |
| <i>but</i> transatlantic | | |

2010.19

Use the hyphen to distinguish **words spelled alike** but differing in meaning. (CW, E, US)

| | |
|--------------------------|------------------------------|
| re-cover, to cover again | re-count, to count again |
| recover, to regain | recount, to relate in detail |

2010.20

Use a hyphen to **avoid ambiguity** or an awkward combination of letters or syllables between a prefix and the root or a suffix and the root. (B, HB)

| | | |
|-----------------------|------------|----------------------|
| to re-sign a petition | <i>but</i> | to resign a position |
| semi-independent | | shell-like |

2010.21

When **alternative prefixes** are offered for one word, the prefix standing alone takes a hyphen.

| | |
|---------------------|---------------------------|
| over- and underused | macro- and microeconomics |
|---------------------|---------------------------|

2010.22

Some compounds in which the **last letter of the prefix and the first letter of the root word** (especially when a vowel) are the same are hyphenated to avoid confusion unless the word already appears in Webster's dictionary without the hyphen.

| | |
|-------------------|-------------------|
| anti-inflammatory | anti-intellectual |
| co-opt | co-op |
| semi-independent | semi-indirect |

2010.23

Compounds that might be **misleading or difficult to read** are hyphenated.

anti-utopian
pro-choice
pro-life

co-edition
pro-democracy
pro-regent

See also section 24, **Word Division**, and section 10, **Compounds**.

2011 Parentheses ()

2011.1

The temptation to use parentheses is a clue that a sentence is becoming contorted. Try to write it another way. **If parenthetical elements are needed** and retain a close logical relationship to the rest of the sentence, **use commas**. If the logical relationship is **more remote (E)**, em dashes or parentheses should be used. **(C, US)** Em dashes convey more a sense of energy, urgency, interruption, or immediacy. **(CW, G, HB)**

Sales are down in our Middletown (Connecticut) office.
better than
Sales are down in our Middletown, Connecticut, office.

2011.2

A combination of parentheses and dashes may be used to distinguish **two overlapping parenthetical elements**, each of which represents a decided break in sentence continuity. **(C)**

He meant—I take this to be the (somewhat obscure) sense of the speech—that . . .

2011.3

Parentheses (or em dashes) are clearer than commas when the **nonessential element** already contains commas. **(G)**

In three of our factories (Gary, Detroit, and Milwaukee) output is up.

2011.4

Em dashes may be used to insert parenthetical matter that carries special emphasis, importance to the main thrust of the sentence, or if it will make the meaning more clear. Commas may be used if the parenthetical matter does not need special emphasis. **(E, G, HB, US)** Parentheses should be used when the **parenthetical matter is not as essential** to the argument of the sentence. **(CW, MW)**

Miss Ann Bradstreet (a woman and a Puritan no less) may be regarded as the first major American poet.

2011.5

When *for example*, *namely*, *i.e.*, *e.g.*, or *that is* introduces words, phrases, or clauses within a sentence, treat the entire construction as nonessential and set it off with commas, em

dashes, or parentheses. Em dashes will give emphasis to the interrupting construction; parentheses will make the construction appear less important than the rest of the words in the sentence. (G)

2011.6

If an item in parentheses falls **within a sentence**, make sure any **punctuation** that comes after the item **falls outside** the closing parenthesis. Also do not capitalize the first word of the item in parentheses (except for proper nouns, proper adjectives, the pronoun *I*, and the first word of a quoted sentence), even if the item is a complete sentence. (E, G)

For Jane there is only one goal right now (and you know it): getting the M.B.A.
Plan to stay with us (we're only 15 minutes from the airport) whenever you come to New Orleans.

2011.7

If the parenthetical matter is **within a sentence**, **do not use** a period before the closing parenthesis except with an abbreviation. Do not use a question mark or an exclamation point before the closing parenthesis unless it applies solely to the parenthetical item and the sentence ends with a **different mark of punctuation**. (E, G) *See also* Period, Question Mark, and Exclamation Point.

At the coming meeting (will you be able to make it on the 19th?), let's plan to discuss next year's budget.
May I still get a ticket to the show (and may I bring a friend), or is it too late?

2011.8

If an item in parentheses is to **be treated as a separate sentence**: the preceding sentence should close with its own punctuation mark; the item in parentheses should begin with a capital letter; a period, question mark, or exclamation point should be placed before the closing parenthesis; and no other punctuation mark should follow the closing parenthesis. (AP, E, G)

Then Steven Pelletier stood up and made a motion to replace the existing board of directors. (He does this at every stockholders meeting.) However, this year . . .

2011.9

Before a closing parenthesis, drop commas, semicolons, colons, and em dashes. These forms of punctuation should also not be used **before an opening parenthesis** unless the parenthesis is marking divisions or enumerations in the text. (C)

2011.10

Use parentheses to **set off parenthetical, supplementary, or illustrative matter** and to enclose figures or letters when used for enumeration. (B, G, HB)

They call this illness Seasonal Affective Disorder (SAD).

Bernard Shaw once demonstrated that, by following the rules (up to a point!), we could spell *fish* this way: *ghoti*.

2011.11

Use parentheses to set off **references and directions (G)** as well as explanations. **(E)**

When I last wrote (see my letter of July 8 attached), I enclosed photocopies of checks.

The figure of a knight in armor (see plate 4) shows the style worn by King Richard I. The Oyster Festival (a recently established event) has become a popular celebration in Norwalk.

2011.12

Use parentheses to **enclose dates** that accompany a person's name or an event. **(G)**

He claims that he can trace his family back to Charlemagne (742–814).

2011.13

Parentheses may be used to enclose figures or letters marking the **divisions of a subject**. **(E)** *See also* section 15, Lists, Enumerations, and Outlines.

This article will tell managers how to:
(1) Deal with corporate politics.
(2) Cope with stressful situations.
(3) Function in the outside community.

2011.14

In legal documents or whenever double form is required, use parentheses to **enclose a figure** inserted to confirm a statement given in words. **(E, HB, US)**

| | | |
|-----------------------|------------|-----------------------|
| thirty (30) | | |
| twenty dollars (\$20) | <i>not</i> | twenty (\$20) dollars |
| sixty dollars (\$60) | | sixty (\$60) dollars |

2011.15

The exclamation point or question mark, enclosed in parentheses, is sometimes used to **express irony or sarcasm**. **(E)**

The effect of his oration (?) was to induce sleep in his audience rather than to arouse us to action.

2011.16

Place a **semicolon after** the parentheses when the parenthetical matter explains something that precedes. **(E)**

What we are actually discussing here is the Planned Unit Development (PUD as it is called within the development profession); which is a large assemblage of land . . .

2011.17

Do not use a **comma, semicolon, or colon** in front of an opening parenthesis, but it can be used after the closing parenthesis only if it would be needed if there were no parentheses. (E)

Interviews will be held next Tuesday for freshmen (8–10 A.M.), sophomores (10 A.M.–12 P.M.), juniors (2–4 P.M.), and seniors (4–6 P.M.).

He lives in Minot (ND) and attends college in Chicago.

not

He lives in Minot, (ND) and attends college in Chicago.

2011.18

When **lists are run into the text**, parentheses may be used around numbers or letters. (B, CW, HB, US)

The historian was careful to distinguish between (1) Macarius Magnes, (2) Macarius of Alexandria, and (3) Macarius of Egypt.

[*not* 1), 2), 3)]

2011.19

When matter in parentheses makes **more than one paragraph**, start each paragraph with an opening parenthesis and place the closing parenthesis at the end of the last paragraph. (US)

2012 Period .

2012.1

Use a period to mark the end of a sentence that makes a **statement or expresses a command**. (B, C, Con, CW, E, G, HB, US) If greater emphasis is desired in a command, an exclamation point is used. (AP)

2012.2

Requests, suggestions, and commands are often phrased as questions out of politeness. **Reword** the sentence so that it is clearly a question or a statement; then punctuate accordingly. (G)

Will you please handle the production reports for me while I'm away?

I would appreciate your handling the production reports for me while I'm away.

2012.3

Use a period at the end of an **indirect question**. (AP, B, E, G, US)

The only question she asked was when the report had to be on your desk.

2012.4

Use a period to mark the end of an **elliptical (condensed) expression** that represents a complete statement or command. These elliptical expressions often occur as answers to questions or as transitional phrases. (G)

Yes.

No.

By all means.

2012.5

Conjunctive adverbs, such as *consequently*, *then*, and *therefore*, frequently relate main clauses, and then the clauses must be separated by a period (forming two sentences) or by a semicolon.

Most Americans refuse to give up unhealthful habits. Consequently, our medical costs are higher than those of many other countries.

2012.6

Use a period after a **run-in heading** (one that begins a paragraph and is immediately followed by text matter on the same line) unless some other mark of punctuation, such as a question mark, is required. (CW, G)

Nontaxable Income. Of the various types of nontaxable income . . .

2012.7

Omit the period if the **heading is free-standing** (displayed on a line by itself). However, retain a question mark or an exclamation point with a free-standing head if the wording requires it. (G)

Tax Elimination or Reduction
What Comes Next?

2012.8

Don't use periods after **roman numerals** (other than those used in an outline), after **letters to designate persons or things** (except when the letter is the initial of a person's last name), after **contractions**, or after **ordinals** expressed in figures. (E, G, US)

Brand X

1st

Henry Ford II

Class B

gov't

3rd

cont'd

Mr. X

but

Mr. A. for Mr. Adams

2012.9

When a **quoted sentence stands alone**, put the appropriate mark of terminal punctuation inside the closing quotation mark. When a quoted statement occurs at the beginning of a sentence, omit the period before the closing quotation mark. (G)

“I think we should switch suppliers at once.”
“I think we should switch suppliers at once,” he said.

2012.10

When a **quoted sentence falls at the end** of a larger sentence, do not use double punctuation—that is, one mark to end the question and another to end the sentence. Choose the stronger mark, an exclamation point being stronger than a question mark and a period, and a question mark being stronger than a period. (G)

Did you say, “I’ll help out”? (not .”?)
Mrs. Fahey asked, “How long have you been away?” (not ?”.)
How could you forget to follow up when you were specifically told, “Give this order special attention”? (not .”!)
Mr. Auden shouted, “We can’t operate a business this way!” (not !”.)

2012.11

Place a period **inside quotation marks**. (AP, B, E, G, HB, US)

I am going to read Tomlinson’s “Gifts of Fortune.”
The gap is narrow between *mead* “a beverage” and *mead* “a meadow.”

2012.12

When the **last word of a sentence is abbreviated**, one period will suffice. Retain the period after an abbreviation directly before a semicolon, but delete it directly before a colon. (E)

We plan to meet at 9 A.M.
These instructions came from Cox & Box Ltd: Never use chemicals on the lens . . .
The gardens are open May–September, from 9 A.M. to 6 P.M.; October–April, 10 A.M. to 5 P.M.

2012.13

Place the **period inside** the parentheses when they enclose a separate sentence. Place the period **outside** the parentheses when the enclosed matter is within a sentence. (B, C, E, HB)

The firm was incorporated a few years ago. (I am not sure just when.)
Orders were placed for F-14 and F-15 aircraft (then still in development).
The snow (I caught a glimpse of it as I passed the windows) was now falling heavily.

2012.14

If **one item in a list is a complete sentence**, it is followed by a period and the other items are also followed by periods whether they are complete sentences or not. (E) *See also* section 15, Lists, Enumerations, and Outlines.

2012.15

Omit the period **after a signature and after a title** following a signature in a letter. (E)

Yours very truly,
Martha Alexander
Personnel Director

2012.16

Two or more initials should be followed by a period for convenience and consistency and separated by **normal word spacing**, though they should not be allowed to break over line endings. If a person's initials are used as a nickname, then they should be set with no space between the letters. (CW)

| | | |
|------------------|------------|----------------|
| J. R. R. Tolkien | <i>not</i> | J.R.R. Tolkien |
| P. J. Hoff | <i>but</i> | P.J. |

2012.17

When initials are used for the **names of famous persons**, periods are usually not used. (C, CW)

JFK LBJ

2012.18

With **photo descriptions** and other descriptive copy attached to charts or graphic illustrations, a period is used only when such copy forms a complete sentence. (CW)

2013 Question Mark ?

2013.1

The question mark indicates a **query (AP, E, G) or uncertainty** about a date. When dates are enclosed within parentheses, question marks may be inserted as necessary to indicate doubt. (B, C, Con, HB, US)

Who will represent the poor?
The subject of the final essay was Montezuma II (1480?–1520).
Will you be able to meet with us after 5 P.M.?
The explorer Verrazano (1485?–1528?)

2013.2

The exclamation point or question mark, enclosed in parentheses, is sometimes used to **express irony or sarcasm**. (E)

The effect of his oration (?) was to induce sleep in his audience rather than to arouse us to action.

2013.3

Use a question mark at the end of an **elliptical (condensed) question**, that is, a word or phrase that represents a complete question. (G)

Marion tells me you are coming to the Bay Area. When?

Note: The complete question is, When are you coming?

2013.4

Use a question mark with an **interpolated question**. (AP)

You told me—Did I hear you correctly?—that you started the riot?

2013.5

When the verb precedes the subject, the **question is direct**. When the verb follows the subject, the question is **indirect**. (G)

How *can we* achieve these goals? is the next question.

How *we can* achieve these goals is the next question.

2013.6

Indirect questions should not be followed by a question mark. (B, C, Con, HB)

Plimpton was thoughtful enough to ask whether we had eaten.

2013.7

When a **short direct question falls within a sentence**, set the question off with commas and put a question mark at the end of a sentence. However, when a short direct question falls at the end of a sentence, use a comma before it and a question mark after. (G)

I can alter the terms of my will, *can't I*, whenever I wish?

We aren't obligated to attend the meeting, *are we*?

2013.8

When a **direct question** comes at the **end of a longer sentence**, it starts with a capital letter and is preceded by a comma or a colon. The question mark that ends the question also serves to mark the end of the sentence. (G)

The key question is, Whom shall we nominate for next year's election?

This is the key question: Whom shall we nominate for next year's election?

2013.9

When a **direct question** comes at the **beginning of a longer sentence**, it should be followed by a question mark (for emphasis) or simply a comma. (G)

How can we achieve these goals? is the next question.

How can we achieve these goals, is the next question.

2013.10

When the question consists of a **single word**, such as *who*, *when*, *how*, *where*, or *why*, within a sentence, neither question mark nor capital letter need be used. In this case the word is often italicized. (C)

The question was no longer *how* but *when*.

2013.11

A **series of brief questions** at the end of a sentence may be separated by commas or (for emphasis) by question marks. Do not capitalize the individual questions. (G)

Who will be responsible for drafting the proposal, obtaining comments from all the interested parties, and preparing the final revisions?

Who will be responsible for drafting the proposal? obtaining comments from all the interested parties? preparing the final version?

(These questions are all related to a common subject and predicate. Do not confuse these with a series of independent questions.)

2013.12

Each question in a **series of independent questions** must start with a capital letter and end with a question mark. (G)

Before you accept the job offer, think about the following: Will this job give you experience relevant to your career goal? Will it permit you to keep abreast of the latest technology? Will it pay you what you need?

2013.13

Independent questions **in a series are often elliptical**. Each question begins with a capital letter and ends with a question mark. (G)

Has Walter's loan been approved? When? By whom? For what amount?

2013.14

Place the question mark **inside the quotation marks** when it **belongs to** the quoted matter, but place the question mark **outside** the quotation marks when it is **not a part** of the quoted matter. (AP, B, C, E, HB)

The treasurer asked, "What will be the departmental budget for travel next year?"

Who said, "It ain't over till it's over"?

2013.15

The question mark **supersedes the comma** that normally is used when supplying attribution for a quotation. (AP)

"Who is there?" she asked.

2013.16

Use a question mark to indicate the **end of a parenthetical question**. (E)

They wanted to know (would you believe it?) if the plane went nonstop from San Francisco to Honolulu.

2013.17

When a parenthetical element, set off by **em dashes**, itself requires a question mark or an exclamation point, such punctuation may be retained before the second em dash. (C)

All at once Cartwright—could he have been out of his mind?—shook his fist in the ambassador’s face.

2013.18

A sentence essentially **declarative or imperative** in structure may become interrogative by the substitution of a question mark for the period. (C)

This is your reply?

Wait here?

2013.19

Use a question mark at the end of a sentence that is **phrased like a statement** but spoken with the rising intonation of a question. (G)

You expect me to believe this story?

2013.20

Requests, suggestions, and commands are often phrased as questions out of politeness. Use a period to end this kind of sentence if you expect your reader to **respond by acting** rather than by giving you a yes or no answer. (G)

Will you please call us at once if we can be of further help.

If you can’t attend the meeting, could you please send someone in your place.

2014 Quotation Marks ‘ ’ “ ” (Single and Double)

2014.1

Quotation marks have three main functions: to indicate the use of **someone else’s words**, to set off words and phrases for **special emphasis**, and to display the **titles** of some literary and artistic works. (G)

2014.2

Use quotation marks to enclose a direct quotation, the **exact words** of a speaker or writer (AP, B, CW, E, G, US), including spelling, capitalization, and internal punctuation of the original. (C, HB)

2014.3

When only a word or phrase is quoted from another source, be sure to place the quotation marks around only the **words extracted from the original source** and not around any rearrangement of those words. (AP) In particular **do not include** such words as *a* and *the* at the beginning of the quotation or *etc.* at the end unless these words are actually part of the original material. (G)

Tanya said she would need “more help” in order to finish your report by this Friday.
(Tanya’s exact words were, “How can he expect me to finish his report by this Friday without more help?”)

Ben thought you did a “super” job on the package design. (Ben’s exact words were, “Tell Bonnie I thought the job she did on the packaging design was super.”)

2014.4

When **quoting a series** of words or phrases in the **exact sequence** in which they originally appeared, use quotation marks before and after the complete series. However, if the series of quoted words or phrases did not appear in this sequence in the original, use quotation marks around each word or phrase. (G)

According to Selma, the latest issue of the magazine looked “fresh, crisp, and appealing.”

(Selma’s actual words: “I think the new issue looks fresh, crisp, and appealing.”)

but Selma thinks the magazine looks “fresh” and “crisp.”

2014.5

Do not use quotation marks for an **indirect quotation**, that is, a restatement or rearrangement of a person’s exact words. (B, C, CW, E, G, US)

2014.6

In some cases a person’s exact words **may be treated as either a direct or an indirect quotation**, depending on the kind of emphasis desired. (G)

The chairman himself said, “The staff should be told at once that the relocation rumors have no foundation.” (Emphasizes that these are the chairman’s exact words.)

The chairman himself said the staff should be told at once that the relocation rumors have no foundation. (Emphasizes the message itself; makes no difference who gave it.)

2014.7

Do not use quotation marks to set off a **direct question** at the end of a sentence unless it is

also a direct quotation of someone's exact words. (G, US)

The question is, Who will pay for the restoration of the landmark?
Mrs. Burchall then asked, "Who will pay for the restoration of the landmark?"
Mrs. Burchall then replied, "The question is, Who will pay for the restoration of the landmark?"

2014.8

Do not quote the **words yes or no** unless you wish to emphasize that these were the exact words spoken. (C, CW, G, HB, US)

Please answer the question yes or no.
Once the firm's board of directors says yes, we can draft the contract.
When asked if he would accept a reassignment, Nick thought for a moment; then, without any trace of emotion, he said, "Yes."
(When quoting *yes* and *no*, capitalize them if they represent a complete sentence.)

2014.9

Do not use quotation marks with well-known **proverbs and sayings**. They are not direct quotations. (G)

Sidney really believes that an apple a day keeps the doctor away.

2014.10

Do not enclose **clichés** in quotation marks. It is best to **avoid clichés**. (HB)

A good debater does not beat about the bush.
better: A good debater comes directly to the point.

2014.11

Use single quotation marks for a quotation within another quotation. But when only the **interior quote** is excerpted, the single quotation marks are dropped as long as the context is clear. (CW)

Revelation 22:20 reads, "He who testifies to these things says, 'Yes, I am coming soon.'"
Remember what the Spirit of Christ said to John in Revelation 22:20:
"Yes, I am coming soon."

2014.12

When quoting **dialogues and conversations**, start the remarks of each speaker as a new paragraph, no matter how brief. (AP, B, C, G, HB)

"Waiter, what was in that glass?"
"Arsenic, sir."
"Arsenic. I asked you to bring me absinthe."

2014.13

In **plays and court testimony**, where the name of the speaker is indicated, quotation marks are **not needed**. (C, G) The same applies to the recordings of question and answer sessions. (AP)

CECILY: Uncle Jack is sending you to Australia.

ALGER: Australia! I'd sooner die.

2014.14

If a **displayed quotation** starts in the middle of a sentence, use three ellipsis points at the beginning of the quotation. If the fragment can be read as a complete sentence, capitalize the first word of the fragment and omit the ellipsis points. (G) *See also* 2014.49 and exceptions in section 7, Biblical Quotations.

According to Robertson's report, there has been

. . . a change in buying habits, particularly with respect to food. . . . How far this pattern of change will extend cannot be estimated.

According to Robertson's report:

Starting in the late 1950s we have been witnessing a change in buying habits, particularly with respect to food.

2014.15

Quotation marks are **not used with display quotations or before a display initial letter** beginning a chapter or section. (C, CW)

It is a truth universally acknowledged, that a single man in possession of a good fortune must be in want of a wife.

—Jane Austen, *Pride and Prejudice*

Of the making of books there is no end," declared an ancient Hebrew sage. . . .

2014.16

Often it is better to apply a **standard technical term** in a nonstandard way than to invent a new term. In such instances, the term is often enclosed in quotation marks. (C)

In offsetting printing, "proofs" of illustrations come from the darkroom, not the proof press.

2014.17

In **nontechnical material**, technical or trade terms should be enclosed in quotation marks when they are first introduced. (G)

Don't be alarmed if your editor tells you your book is "on the skids." It simply means that books are now stacked on pallets (skids) and ready for distribution.

2014.18

Use quotation marks around an **unfamiliar word** for the first use only. (AP, E)

A “bight” is formed by turning the rope end so that the end and the standing part (the rest of the rope) lie alongside each other. A square knot consists of two interwoven bights.

2014.19

Occasionally, quotation marks may be used to enclose words **used in a special sense**. (B)

Pardon my pun, but I find that lawyer “appealing.”

2014.20

In a formal **definition**, the word to be defined is usually italicized and the definition quoted. In this way the two elements may be easily distinguished. (G)

The verb *prevaricate* (a polite way of saying “to lie”) comes from the Latin word *praevaricari*, which means “to go zigzag, to walk crookedly.”
The gap is narrow between *mead* “a beverage” and *mead* “a meadow.”

2014.21

Terms having **special philosophical or theological meaning** may be enclosed in single quotation marks. (C)

‘being’ ‘nonbeing’ ‘the divine’

2014.22

Words **used humorously or ironically** may be enclosed in quotation marks. (AP, C, E, HB) However, unless you are convinced your reader will otherwise miss the humor or the irony, omit the quotation marks. (CW, G)

Everyone in the dormitory “borrowed” my soap until it was all used up.
The “debate” turned into a free-for-all.
We were totally underwhelmed by his ideas on reorganizing the department.

2014.23

A **slang expression**, the use of **poor grammar**, or a **deliberate misspelling** is enclosed in quotation marks to indicate that such usage is not part of the writer’s normal way of speaking or writing. (CW, G) The same applies to **misnomers**, **coined words**, or ordinary **words used in an arbitrary way**. (US)

Bob has stopped boasting about his close-knit “nuclear” family.
It was a “gentleman’s agreement.”
His report was “bunk.”

2014.24

Quotation marks are best used with **slang words or colloquial expressions** when a strong **emphasis is desired**; even then they should be used with discernment and restraint. (CW)

He resented the church's demand for a "freewill" offering.

2014.25

Quotation marks are **not needed** for **colloquial expressions**. (G) If slang is appropriate, use it without quotation marks. (B)

He cares less about the salary than he does about the perks—you know, chauffer-driven limousine, stock options, and all the rest of it.

Note: Perks is short for perquisites, meaning "special privileges."

2014.26

When a **nickname is inserted** into the identification of an individual, use quotation marks. Commonly used nicknames for sports figures may be substituted for a first name without the use of quotation marks. (AP, CW)

Sen. Henry M. "Scoop" Jackson
Magic Johnson

Paul "Bear" Bryant
Bear Bryant

2014.27

Use quotation marks to enclose **words and phrases** that have been made to **play an abnormal role** in a sentence—for example, verb phrases made to function as adjectives (G)—or for any quoted or emphasized word or short phrase. (E)

We were all impressed with her "can do" attitude.

2014.28

Words and phrases **introduced by** such expressions as *marked, labeled, signed, and entitled* are enclosed in quotation marks. (E, G) Quotation marks are **not used** to enclose expressions following the terms *known as, called, so-called*, etc., unless such expressions are misnomers or slang. (US)

The carton was marked "Fragile."

He received a message signed "A Friend."

The article entitled "Write Your Senator" was in that issue.

She used her so-called clout to get the motion passed.

2014.29

When use of the **spoken word is implied**, quotation marks sometimes serve better than italics. (C)

In Elizabethan dialogue a change from "you" to "thou" often implies a studied insult.

2014.30

Often an author wishes **to single out a word or phrase**, not quoting it from a specific document but referring it to a general background that will be recognized by the reader. Quotation marks are appropriate in a situation like this. (C)

Myths of “paradise lost” are common in folklore.

2014.31

Do not use quotation marks to enclose **phrases taken from other parts of speech** and are now **well established as nouns**; for example *haves and have-nots, pros and cons, ins and outs*. (G)

My predecessor left me a helpful list of dos and don'ts.
Give me an agreement without a lot of ifs, ands, or buts.

2014.32

Do not use a comma before or after a quotation when it is **woven into the flow of the sentence**. (G)

Don't say “I can't do it” without trying.
The audience shouted “Bravo!” and “Encore!” at the end of the concerto.

2014.33

Do not set off a quotation that occurs within a sentence as an **essential expression**, but set off a quotation that is a **nonessential expression**. (G)

The chapter entitled “Locating Sources of Venture Capital” will give you specific leads you can pursue. (*Quote is essential.*)
His parting words, “I hardly know how to thank you,” were sufficient.
(*Quote is nonessential.*)

2014.34

Ordinarily, **capitalize the first word** of every complete sentence in quotation marks. (G)

I overheard Ellis mutter, “Only a fool would make such a claim.”

2014.35

When quoting a word or a phrase, **do not capitalize the first word unless** it meets one of these conditions: (a) it is a proper noun, proper adjective, or the pronoun *I*; (b) it was capitalized in its original use; (c) the quoted word or phrase occurs at the beginning of a sentence; (d) it represents a complete sentence. (G)

No one is terribly impressed by his “Irish temper.”
I watched her scrawl “Approved” and sign her name at the bottom of the proposal.

“Outrageous” was the general reaction of the public to Maxon’s attempt to duck the questions of the reporters.

The Crawleys said “Perhaps”; the Calnans said “No way.”

2014.36

When a quotation is **not syntactically dependent** on the rest of the sentence, the initial letter is capitalized. (C)

As Franklin advised, “Plough deep while sluggards sleep.”

2014.37

In a **typed list**, opening quotation marks should align with the first letter of the other items. (G)

2014.38

Quotation marks **should be omitted** with such statements as the following: (E)

I am writing to say thank you for all you have done.

We wish you all the best in the days ahead.

2014.39

Avoid unnecessary fragments. Do not use quotation marks to report a few ordinary words that a speaker or writer has used. (AP)

The senator said he would go home to Michigan if he lost the election.

not The senator said he would “go home to Michigan” if he lost the election.

OMISSIONS

2014.40

If one or more **words are omitted within a quoted sentence**, use ellipsis points to indicate the omission. Omit any marks of internal punctuation (a comma, a semicolon, a colon, or an em dash) on either side of the ellipsis points unless they are required for the sake of clarity. (G)

“During the past twenty-five years . . . we have been witnessing a change in buying habits, particularly with respect to food.”

internal punctuation: “The objectives of the proposed bill are admirable, I will cheerfully concede; the tactics being used to gain support of the bill are not.”

“The objectives of the proposed bill are admirable . . . ; the tactics being used to gain support for the bill are not.”

2014.41

If only a **fragment of a sentence** is quoted within another sentence, it is not necessary to

signify the omission of words before or after the fragment. (C, G)

According to Robertson's report, there has been "a change in buying habits, particularly with respect to food."

Benjamin Franklin admonishes us to "plough deep while sluggards sleep."

2014.42

If one or more **sentences are omitted** *between other sentences* within a long quotation, use three ellipsis points after the terminal punctuation of the preceding sentence. (G)

"We have been witnessing a change in buying habits, particularly with respect to food. . . . How far this pattern of change will extend cannot be estimated."

2014.43

If one or more **words are omitted at the end** of a quoted sentence, use three ellipsis points followed by the necessary terminal punctuation (other than a period) for the sentence as a whole. If the sentence is intended to trail off, three ellipsis points are used. (G)

"Can anyone explain why . . . ?"

His reaction was, "If I had only known . . ."

LONG QUOTATIONS

2014.44

The preferred style for presenting quotes of **more than four typewritten lines** is to use a single-spaced extract. Indent the extract from each side of the margin, and leave one blank line above and below the extract. (Spacing between lines may be adjusted by the designer but should be done consistently throughout a piece.) Do not enclose the quoted matter in quotation marks; the indentation replaces the quotes. (CW, E, G)

2014.45

The **source of a set-off, or block, quotation** is usually given in parentheses (not brackets) at the end of the quotation and in the same type size. It is best put **after the final punctuation mark** so that it will not be read as part of the quotation. If the reference begins with a word or abbreviation, the first letter is usually capitalized: (Vol. 3). No punctuation is used following the source. (C) For line placement of the reference at the end of a block quote, see *The Chicago Manual of Style*, 15th ed., 11.81–84.

2014.46

When you **quote two or more paragraphs**, the first line of each paragraph may have a further indent. (The designer may choose to use increased leading rather than indents.) If the first line of the quote does not begin the first paragraph, do not further indent the line. Use quotation marks only if they appear in the original. (HB)

2014.47

When the quotation is **not set in block** and the quoted matter consists of **two or more paragraphs**, place a quotation mark at the start of each paragraph and at the end of the last paragraph only. (E, HB, US) Always remember to change double quotation marks within quoted matter to single quotation marks and vice versa. (AP, C, G)

2014.48

If a paragraph does not start with quotation marks but ends with a **quotation that is continued in the next paragraph**, do not use close-quote marks at the end of the introductory paragraph if the quoted material constitutes a full sentence. Use close-quote marks, however, if the quoted material does not constitute a full sentence. (AP)

He said, "I am shocked and horrified by the incident.

"I am so shocked and horrified, in fact, that I will ask for the death penalty."

but

He said he was "shocked and horrified by the incident."

"I am so shocked and horrified, in fact, that I will ask for the death penalty."

2014.49

When a **long quotation** starts with a complete sentence and ends with a complete sentence, do not use three spaced periods at the beginning or the end of the quotation unless you need to emphasize that the quotation has been extracted from a larger body of material. (G)

ADJUSTING QUOTES

2014.50

Original note **reference marks** in a short quotation from a scholarly work should usually be omitted. Authors may also insert note references of their own within quotations. (C)

2014.51

In a passage from a modern book, journal, or newspaper an **obvious typographical error** may be silently corrected. Passages from older works and manuscripts should preserve their original spelling and punctuation. When the original wording contains a **misspelling, a grammatical error, or a confusing expression of thought**, insert the item [*sic*] (meaning "so" or "this is the way it was") in brackets to indicate that the error existed in the original material. (G) If the author wants to modernize spelling and punctuation for sake of clarity, the reader should be informed of any such alterations. (C)

As he wrote in his letter, "I would sooner go to jail then [*sic*] have to pay your bill."

Note: The word *sic* is not underscored in typed material.

2014.52

For clarity, it is sometimes necessary to insert **explanatory words or phrases** within

quoted matter. Enclose such insertions in brackets. (G)

Mrs. Rawlings added, “At the time of the first lawsuit [1976], there was clear-cut evidence of an intent to defraud.”

2014.53

For **special emphasis**, you may wish to italicize words that were not so treated in the original. In such cases insert a phrase like *emphasis added* or *italics mine* or *italics added* in brackets at the end of the quotation or immediately after the italicized words. (G)

Upon cross-examination, she replied, “I never met Mr. Norman in my life, *to the best of my recollection*. [Emphasis added.]”

Upon cross-examination, she replied, “I *never* [emphasis added] met Mr. Norman in my life, to the best of my recollection.”

2014.54

Insertions may be made into quoted material (1) to clarify an ambiguity, (2) to provide a missing word or letters, (3) to give the original foreign word or phrase where an English translation does not convey the exact sense. Any such interpolations are enclosed in brackets. When an interpolated word takes the place of a word in the original, ellipsis points are omitted. (C)

James “preferred to subvert the religion and laws of his people” rather than to “follow the character and reasons of his state [*indolis rationesque sui Regni*].”

2015 Semicolon ;

2015.1

Because the semicolon is a strong punctuation mark when used between main clauses, the words placed immediately **before and after a semicolon tend to receive emphasis**. (HB)

2015.2

Use a semicolon to separate groups of words, whether **phrases or clauses, dependent on a general term or statement**. (E)

He declared that physical exercise has many benefits: it strengthens the muscles of the legs; it increases the flow of blood throughout the body; it improves the appetite; and it helps to prevent osteoporosis.

2015.3

When a coordinating conjunction (*and*, *but*, *or*, or *nor*) is omitted between **two**

independent clauses, use a semicolon—not a comma—to separate the clauses. (AP, B, C, CW, E, G, HB)

Most of the stockholders favored the sale; the management and the employees did not.

2015.4

If two independent clauses are **not closely related**, treat them as separate sentences. (AP, G)

Thank you for your letter of September 8. (*not a semicolon*) Your question has already been passed on to the manager of mail-order sales, and you should be hearing from Mrs. Livonia within three days.

2015.5

Use a semicolon to separate statements that are too **closely related** in meaning to be written as separated sentences and also **statements of contrast**. (US)

It is true in peace; it is true in war.

2015.6

When independent clauses are linked by transitional expressions, use a semicolon between the clauses. (Some transitional expressions are *thus*, *hence*, *indeed*, *then*, *however*, *besides*, and *therefore*.) (B, C, CW, HB) If the second sentence is long or requires special emphasis, treat it as a separate sentence. (G) Follow the transitional words with commas when they themselves should be emphasized. (E)

Our costs have started to level off; our sales, moreover, have continued to grow.
Let's give them another month; then we can pin them down on their progress.

2015.7

When using *for example*, *namely*, or *that is*, and other related expressions, if the first part of the sentence expresses the complete thought and the explanation seems to be added on as an afterthought, use a semicolon before the transitional expression. (C, E, G, HB, US) The use of scholarly abbreviations such as *i.e.* and *e.g.* is now generally discouraged in nonacademic writing. (CW)

Always use figures with abbreviations; for example, 6m, 9 sq. in., 4 P.M.
These hymnals, for example, *The Sacred Harp* and its imitators, flourished throughout the South.

2015.8

A semicolon is not used where a **comma will suffice**. (US)

2015.9

Use a semicolon to achieve a **stronger break** between independent clauses **than a comma** provides. (AP, G, HB)

Many people are convinced that they could personally solve the problem if given the authority to do so; but no one will come forward with a clear-cut plan that we can evaluate in advance.

2015.10

Use a semicolon when one or both clauses are long or have **internal commas** and a misreading might occur if a comma were also used to separate the clauses. (AP, B, C, E, G)

I sent you an order for bond letterheads, onionskin paper, carbons, and envelopes; and shipping tags, cardboard cartons, stapler wire, and binding tape were sent to me instead.

The membership of the international commission was as follows: France, 4; Germany, 5; Great Britain, 1; Italy, 3; the United States, 12.

Regional offices are located in New York, New York; Chicago, Illinois; and Dallas, Texas.

2015.11

An independent **clause introduced by *so*** (in the sense of “therefore”) **or *yet*** may be preceded by a comma or a semicolon. Use a comma if the two clauses are closely related and there is a smooth flow from the first clause to the second. Use a semicolon if the clauses are long and complicated or if the transition between clauses calls for a long pause or a strong break. (G)

Sales have been good, yet profits are low.

This report explains why production has slowed down; yet it does not indicate how to avoid future delays.

These sale-priced toasters are going fast, so don't delay if you want one.

We have been getting an excessive number of complaints during the last few months about our service; so I would like each of you to review the operations in your department and indicate what corrective measures you think ought to be taken.

2015.12

If both a **coordinating conjunction** and a **transitional expression** occur at the start of the second clause, use a comma before the conjunction. (G)

The site has a number of disadvantages, and furthermore the asking price is quite high.

2015.13

Avoid starting a sentence with a **series punctuated with semicolons**. Try to recast the

sentence so that the series comes at the end. (G)

awkward: New offices in Framingham, Massachusetts; Rochester, Minnesota; Metairie, Louisiana; and Eugene, Oregon, will open by the middle of next year.

improved: By the middle of next year we will open new offices in Framingham, Massachusetts; Rochester, Minnesota; Metairie, Louisiana; and Eugene, Oregon.

2015.14

Use a semicolon to separate **lengthy statements following a colon.** (Con, E)

Amos Rappoport in *House Form and Culture* supports this view when he carefully lists three categories of architecture: (1) primitive—built with few modifications by all people on a common model; (2) vernacular—divided into . . .

2015.15

Place a semicolon **outside quotation marks.** (AP, C, Con, E, HB)

She spoke of “the protagonists”; yet I remembered only one.

2016 Slant or Solidus /

2016.1

The solidus occurs (without space before or after) in certain **abbreviations and expressions of time.** (G)

km/h

c/o

the fiscal year 1985/86

2016.2

Periods or seasons extending over parts of two successive calendar years may be indicated by the use of a solidus or an en dash, (C) although the en dash is preferred. (CW)

winter 1970/71

fiscal year 1958–1959

2016.3

The solidus is used to express **alternatives.** (B, G, HB)

an either/or proposition

meet on Monday and/or Tuesday

2016.4

Avoid using the solidus to indicate that a **person or thing has two functions.** Use the hyphen in such expressions. (G)

the owner-manager

planning to hold a dinner-dance

2016.5

The solidus is also used in writing **fractions** and in some code and serial numbers. (G)

4/5

2S/394756

2016.6

A **short extract from a poem** is sometimes woven right into a sentence or a paragraph. In such cases use quotation marks at the beginning and end of the extract, and a **solidus may be used to indicate** where each line would break in the original arrangement of the poem. (**B, CW, G, HB**) It is permissible to omit the solidus where each line begins with a capital and there are no other capitals in the quotation. (C)

As Alexander Pope put it, “A little learning is a dangerous thing; / Drink deep, or taste not the Pierian spring. . . .” *Note:* One space precedes and follows the solidus.

2016.7

Avoid he/she. Use *he* or *she*.

21. References to Time

2101

The expressions *time period* and *period of time* are redundant since a period is an interval of time. (B)

a long time *not* a long time period
a three-week period *not* a three-week period of time

2102 Days

2102.1

| | | |
|-----------|---------------|-----------|
| Sunday | Sun. | Su |
| Monday | Mon. | M |
| Tuesday | Tues. | Tu |
| Wednesday | Wed. | W |
| Thursday | Thurs. | Th |
| Friday | Fri. | F |
| Saturday | Sat. | Sa |

2102.2

Use **one- or two-letter abbreviations** only when space is extremely tight. (C, G)

2102.3

In most writing don't abbreviate **names of days and holidays**. (All sources)

2102.4

Capitalize the names of the **days of the week**. (All sources)

2102.5

Capitalize the names of **religious holidays**. (All sources)

Good Friday
Christmas Eve

2102.6

Capitalize **secular holidays** and specially designed holidays. Lowercase descriptive names. (All sources)

Arbor Day
National Book Week
election day
inauguration day

2103 Months and Seasons

2103.1

| | | |
|-----------|--------------|-----------|
| January | Jan. | Ja |
| February | Feb. | F |
| March | Mar. | Mr |
| April | Apr. | Ap |
| May | May | My |
| June | June | Je |
| July | July | Jl |
| August | Aug. | Au |
| September | Sept. | S |
| October | Oct. | O |
| November | Nov. | N |
| December | Dec. | D |

2103.2

Use **one- or two-letter abbreviations** only when space is extremely tight. **(C, G)**

2103.3

In most writing don't abbreviate **names of months**. **(B, C, CW, HB, MW)** Names of months are written out in footnotes and bibliographies. In narrow columns in tables, the names of months may be abbreviated even if standing alone. **(US)**

2103.4

Capitalize the names of the **months**. **(All sources)**

2103.5

Capitalize the names of religious seasons. **(All sources)**

Lent

2103.6

Lowercase the **seasons of the year**. Capitalize the seasons only when they are personified. **(All sources)**

fall

winter

Then Spring, with her warm showers, arrived.

2104 Dates

2104.1

Use **commas** to set off the year when the day is also used in the month-day-year sequence. Also use commas to set off the month-day sequence when the day of the week is given. No commas are needed when only the month and year are used.

April 14, 1992
April 1992
the August 6, 1984, issue *but* the August 1984 issue
On Sunday, August 2, 1992, our church . . .

2104.2

After an exact date is used, a reference to another date in the same month is spelled out if the reference is to the tenth or earlier. (**C, MW**)

On November 5 the election took place. By the morning of the sixth, the ballots had been tallied.

2104.3

Write the **day of the month** as a cardinal number. (AP, C, CW, E)

April 14 not April 14th

2104.4

When the **day precedes the month** use ordinal figures for dates after the tenth; use ordinal words for the tenth or earlier.

August 23 *not* August 23rd
the 23rd of August

2104.5

Always use ordinal figures or words when the word ***the*** precedes a day-month sequence or the **day alone**. (**C, E, MW**)

the 23rd of September
the fourth of September

2104.6

When using ordinal figures, use the endings ***-st, -nd, -rd, and -th*** without periods. (**C, MW**)

1st
2nd
3rd
4th

2104.7

Use of all figures when writing dates is acceptable on business forms and in informal letters and memos. However, if the reader could misinterpret the date, avoid this style. The all-figure style is unacceptable in formal writing. **(C, E, G, MW)**

6/8/63 or 6-8-63

Note: This date may be interpreted as June 8, 1963, or August 6, 1963.

2105 Years, Decades, and Centuries

2105.1

Capitalize scientific names of the **world's eras**, common names for historical epochs, periods in the history of literature or language, and popular names and nicknames for most cultural or **historical moments or events**. **(B, C, CW, E, G, HB, MW, US, W)**

the Neolithic Age
the Wars of the Roses
the Crusades
California Gold Rush
Depression

2105.2

The **full names of wars** are capitalized; however, words such as *war*, *revolution*, *battle*, and *campaign* are capitalized only when they are part of a proper name. Descriptive terms such as *assault*, *siege*, and *engagement* are usually lowercased even when used in conjunction with the name of the place where the action occurred. **(C, MW)**

the French and Indian War
the Battle of the Coral Sea
the second battle of the Manassas
the assault on Iwo Jima

2105.3

Most **period designations** are lowercased except for proper nouns and adjectives, **(C)** those derived from proper nouns, and those that have come to be capitalized by tradition. **(CW, G)**

| | |
|---------------------------------|----------------|
| Age of Reason | baroque period |
| Christian Era | Victorian era |
| Middle Ages | |
| space age | |
| Stone Age | |
| the Roaring Twenties <i>but</i> | the twenties |

Lowercase **names of academic years** or terms. **(B)**

2105.5

2105.6

2105.7

2105.8

during the years 1980–1990
 from 1980 to 1990 *not* from 1980–1990
 between 1980 and 1990 *not* between 1980–1990
 the amount submitted in tax returns for 1996 to 1999 inclusive
 June 6 to July 4, 1992
 or June 6–July 4, 1992
 not June 6, 1992 to July 4, 1992

2105.9

Periods or seasons extending over parts of two successive calendar years may be expressed by using a solidus (slant line) or an en dash. (C)

winter 1984/1985

winter 1984–1985

2105.10

When expressing **periods extending over two or more successive calendar years**, repeat all digits. (C)

43–42 B.C.

1900–1902

1914–1918

2105.11

When **inclusive dates** occur in titles, repeat all the digits. (C)

An English Mission to Muscovy, 1589–1591

2105.12

The **abbreviations A.D.** (*anno Domini*, Latin for “in the year of our Lord”) and **B.C.** (before Christ) are usually set in small caps with periods. When using these abbreviations, year numbers should be set in figures and centuries should be expressed in words. (C) Use a comma with five digits or more B.C. (e.g., 12,000 B.C.) This is based on the National Geographic Style Guide.

the second century A.D.

in the fourth century B.C.

in 55 B.C. and A.D. 1066

Note: The abbreviation B.C. comes after the year and the abbreviation A.D. comes directly before the year. The abbreviation A.D. follows a reference to an entire century. Use B.C. and A.D. not B.C.E. and C.E.

2106 Time and Time Zones

2106.1

When spelled out, **designations of time and time zones** are lowercase. Abbreviations are capitalized, unpunctuated, and unspaced. (C)

2106.2

The abbreviations for the **Standard time zones** are as follows: (G)

eastern standard time **EST**
central standard time **CST**

mountain standard time **MST**
Pacific standard time **PST**

During daylight saving time:

DST (daylight saving time) *or* **EDT** (eastern daylight time)
CDT (central daylight time)
MDT (mountain daylight time)
PDT (Pacific daylight time)

2106.3

Lowercase **words** except those that are proper nouns like Pacific. (**MW, US**)

2106.4

Use a colon, without spaces before or after, to **separate hours from minutes** when using figures. (**AP, B, C, CW, E, G, HB, MW, US**)

2106.5

In more **formal expressions**, use the word ***o'clock*** rather than the abbreviations *A.M.* and *P.M.* (**G**) When needed for clarity, use *noon* and *midnight* rather than *12:00 A.M.* and *12:00 P.M.*

His shift was from noon to midnight.
between 12 midnight and 2 A.M.

2106.6

The **abbreviations *A.M.* and *P.M.*** are usually set in small caps with periods. Always use figures with the abbreviations *A.M.* and *P.M.* Avoid using these abbreviations with expressions conveying the same meaning or with the word ***o'clock***. (**AP, CW, E, G**)

| | |
|---------------------------|--------------------------------------|
| 10:30 A.M. | <i>not</i> ten-thirty A.M. |
| this morning | <i>not</i> this A.M. |
| 10:30 A.M. | <i>not</i> 10:30 A.M. o'clock |
| this morning at 9:30 | <i>not</i> this morning at 9:30 A.M. |
| this morning at 9 o'clock | <i>not</i> this morning at 9 A.M. |

Note: The word ***o'clock*** may be used with such phrases as *in the morning*, *in the afternoon*, and *at night*.

2106.7

Zeros may be omitted for time “on the hour” unless another time using minutes is in the same sentence. In tables where some entries are given in hours and minutes, add a colon and zeros to exact hours to maintain uniform appearance. (**G**)

6 A.M. *or* 6:00 A.M.
between 9 and 10 A.M.
between 9:00 and 10:30 A.M.

2106.8

Spell out the time or use the all-figure style when expressing time without the word *o'clock* or the abbreviations *A.M.* and *P.M.* In most cases, the all-figure style is preferred. **(G)**

| | | |
|-----------------------------------|------------|-------------|
| arrive at eight or arrive at 8:00 | <i>not</i> | arrive at 8 |
| a quarter past ten | <i>or</i> | 10:15 |
| five after six | <i>or</i> | 6:05 |
| nine-thirty | <i>or</i> | 9:30 |
| nine forty-two | <i>or</i> | 9:42 |

Note: Place a hyphen between the hour and the minutes only when the minutes are not hyphenated.

2106.9

Express ***noon*** and ***midnight*** as words alone. However, when other times are given in figures, use *12 noon* and *12 midnight*. **(G, MW)**

Dinner is served until midnight.

Dinner is served from 6 A.M. until 12 midnight.

2106.10

An en dash (not a hyphen) may be used for a **span of time** as a substitute for the word *to*; however, words must be used in phrases introduced by the words *from* or *between*. **(C, CW, E, G, HB, US)**

Store hours: 10:30 A.M.–5:30 P.M.

Call Order Services from 8:30 A.M. to 4:00 P.M.

22. Titles

2201 General Rules

2201.1

Regardless of how the title appears on a literary (book) or artistic work (music), capitalize the first and last words of the title, all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions (if, that, after, before), as well as any other **words with four or more letters regardless of their classification**.

Note: Be sure to capitalize short verb forms like *Is* and *Be* and short pronouns like *He* and *My*. However, do not capitalize *to* when it is part of an infinitive: “The Boy Who Longed to Be a Dog.”

The following are usually **not** capitalized:

Articles: *a, an, the*

Short conjunctions: *and, as, but, or, nor*

Short prepositions: *at, by, to, for, of*, (The words *in, off, on, out, up* are capitalized when used as adverbs.)

(See sections 2202–2205 for exceptions.)

2201.2

If a **normally lowercased short word** is used in **juxtaposition** with a capitalized word of like significance, it should also be capitalized. (US)

Buildings In and Near Minneapolis

2201.3

Capitalize **formal titles of acts, laws, bills, and treaties**, but do not capitalize common-noun elements that stand alone in place of the full name. (G)

the Treaty of Versailles
the treaty

2201.4

Many publications choose one way of **styling newspaper titles** regardless of their official titles. The most common styling is to italicize the name but not to capitalize or italicize the initial article. (MW)

the *New York Times*
the *Wall Street Journal*

2201.5

When a **poem is referred to by its first line** rather than its title, capitalization should follow the poem, not the rules for capitalizing titles. (C)

2201.6

Descriptive references to **pending legislation** are lowercased. (C)

A gun control law is being considered.

2201.7

The **abbreviations** *op.* (opus; pl. *opp.* or *opera*) and *no.* (number; pl. *nos.*) are usually lowercased, but both are sometimes capitalized; either style is acceptable if consistency is observed. (C)

2201.8

An abbreviation designating a **catalog of a particular composer's works** is always capitalized (e.g., BWV [Bach-Werke-Verzeichnis] for Bach). When a number, or an opus or catalog number, is used restrictively—i.e., identifies the work—no comma precedes it. (C)

2201.9

In bibliographies and other references, a **colon is used between title and subtitle**—even when no punctuation appears on the original title page, since publishers commonly drop the colon before subtitles on such pages. When a dash is used instead of a colon, retain the dash in any reference. (CW)

2202 Articles

2202.1

An initial **article that is part of a title** is often omitted if it would be awkward in context. (CW, MW)

2202.2

It is not necessary to italicize *the* even if it is part of the title. (B)

2202.3

Lowercase articles (*a*, *an*, *the*) unless they are the first or last words of the title or subtitle. (AP, B, C, CW, E, G, HB, MW, US, W)

2202.4

Capitalize the article if it is the **first word after a dash or colon** in the title. (CW, G)

2203 Prepositions

2203.1

An **adverb** in a title **should always be capitalized**, even though the same word might not be capitalized when used as a preposition. (CW, G)

The Dog That Came In to Die *but* The Dog in the Manger
What's Going On Among the Lutherans?

2203.2

Capitalize the preposition if it is the **first word after a colon or dash** in the title. (CW, G)

2204 Conjunctions

2204.1

Lowercase **coordinate conjunctions** (*and, or, nor, for*) unless they are the first or last words of the title or subtitle. (C, E, HB, MLC, MW)

2204.2

Capitalize the conjunction if it is the **first word after a colon or dash** in the title. (CW, G)

2205 Infinitives

The **to of infinitives** is lowercased. (C, HB, MW)

Controls to Be Applied

2206 Compounds

2206.1

Capitalizing hyphenated and open **compounds in titles** may be simplified by application of the **following rule: First elements** are always capitalized; **subsequent elements are capitalized unless** they are articles, short prepositions, coordinating conjunctions, or such modifiers as *flat, sharp, and natural* following musical key symbols; second elements attached to prefixes are not capitalized unless they are proper nouns or proper adjectives. If

a compound (other than one with a hyphenated prefix) comes at the end of the title, its final element, whatever part of speech it may be, is always capitalized. (C)

The Hide-and-Seek Principle
E-flat Concerto *but* Concerto in E-Flat
Investigating Quasi-Corporations
New Do-It-Yourself Landscaping Guide
Trans-Siberian Railway
Self-Help for Weight Loss

2206.2

The second element of a **compound numeral** is not capitalized. (US)

United States v. Four Hundred Twenty-two Casks of Wine

2207 Computer

2207.1

Names of hardware (machines) assigned by the manufacturers are often given in full capitals as acronyms.

DOS MAC

2207.2

Software (languages, programs, systems, packages, routines, subroutines, statements, commands) terms indicating specific units are set in full capitals or lowercased based on the manufacturer's preference.

2208 Italicized Titles

2208.1

The following **categories of titles** are italicized: (AP, C, CW, G)

artwork
ballets
books
catalogs, company specific (the *JCPenney Spring-Summer Catalog*, but a JCPenney catalog)
drawings (cartoons, comics)
electronic versions of books, games, magazines, music
games, commercially produced (*Jenga, Apples to Apples*) *but* not generic: checkers, dominoes *See* a dictionary for special treatment, such as hide-and-seek.
legal cases

magazines Lowercase *magazine* unless it is part of the actual title. In some cases the publishing company is the same name as that of the publication; use italic only when referring to the publication. Do not capitalize or italicize the initial article.

motets

motion pictures

musical compositions, collections of shorter

musical compositions, long

musicals

newspapers (Do not capitalize or italicize the initial article.)

novellas that are separately published

operas

oratorios

orchestral works

paintings

paintings, formal groupings of

pamphlets

periodicals (*See* magazines.)

plays

poems, collections of

poems, long

radio series, programs

record albums (CDs)

sculptures

sculptures, formal groupings of

statues

symphonies

television series

tone poems

works of art

works of art, formal groupings of

2208.2

As with other such arbitrary distinctions (e.g., poems: short v. long), where many **titles of musical compositions** are mentioned in a critical study, all may be italicized regardless of individual length. (C)

2208.3

The **use of all capitals** instead of italics is acceptable in business correspondence where titles occur frequently (as in the correspondence of a publishing house) and in advertising and sales copy where the use of all capitals is intended to have an eye-catching effect. (E, G)

2209 Titles in Roman Type and Quotation Marks

The following **categories of titles** are set in roman type and enclosed in quotation marks: (AP, C, CW, G, US)

addresses (speeches)
articles in periodicals
captions
chapter headings
display lines
dissertations
editorials
essays
headings
headlines
hymns
lectures
machine copies
manuscripts in collections
manuscripts, unpublished
musical compositions, short
papers read at meetings
part headings
poems, short
radio episodes of programs
reports
sermons
short stories
songs
speeches
studies
subdivisions of books (actual titles: “Meet the Author” *but* foreword) *See* section 901.7.
subheadings
subjects
television episodes of programs
themes
theses
typescripts
unpublished works (only if complete)

2210 Capitalized Titles in Roman Type Without Quotation Marks

The following categories of titles are set in roman type and not enclosed in quotation marks: (C)

acts and programs resulting from them

archives

Bible (Names of modern versions of Scripture: New International Version, but *Concordia Study Bible*.)

book editions

book series

inscriptions

laws and programs resulting from them

mottoes

musical compositions Those which are identified by the musical form in which they are written plus a number or a key or both. (**C, G, MW**) However, if a descriptive phrase accompanies this type of title, it is italicized if the work is long, quoted if it is short.

Chopin's Etude No. 12 (the "Revolutionary" Etude)

Tchaikovsky's Symphony No. 6 in B Flat Minor (the *Pathetique*)

notices or short signs Specific wording run in textual matter should be capitalized like titles but neither italicized nor quoted.

He has a No Smoking sign in his car.

The door was marked Authorized Personnel Only.

pacts and programs resulting from them

plans and programs resulting from them

policies and programs resulting from them

short signs *See* notices.

treaties and programs resulting from them

Web site names, search engines (Google, Yahoo, *but* eBay)

2211 The Lutheran Confessions

2211.1

Use the following **abbreviations** when citing the confessions in professional books.

| | |
|--------------|---|
| AC | Augsburg Confession |
| Ap | Apology of the Augsburg Confession |
| SA | Smalcald Articles |
| Tr | Treatise on the Power and Primacy of the Pope |
| SC | Small Catechism |
| LC | Large Catechism |
| FC | Formula of Concord |
| FC Ep | Epitome of the Formula of Concord |
| FC SD | Solid Declaration of the Formula of Concord |
| FC RN | Rule and Norm of the Epitome or Solid Declaration |

2211.2

EDITIONS

| | |
|------------------|--|
| Tappert | <i>The Book of Concord: The Confessions of the Evangelical Lutheran Church</i> . Translated and edited by Theodore G. Tappert. Philadelphia: Fortress Press, 1959. |
| Triglott | <i>Concordia Triglotta: The Symbolical Books of the Ev. Lutheran Church</i> . St. Louis: Concordia Publishing House, 1921. |
| Kolb and Wengert | <i>The Book of Concord</i> , edited by Robert Kolb and Timothy Wengert, © 2000 Augsburg Fortress. |

2211.3

Italicize *Triglott* because it is part of the title of the book; do not italicize the name Tappert because it refers to the editor.

2211.4

Do not italicize the names of the **individual confessions**.

2211.5

Capitalize the **Lutheran Confessions** but lowercase subsequent references to the confessions.

What do the Lutheran Confessions teach about . . .

but

The confessions teach that . . .

the confessions of the Lutheran church

the Lutheran church's confessions

2211.6

Italicize *The Book of Concord*.

The Book of Concord of 1580 contains the official confessions of the Lutheran church.

What does *The Book of Concord* teach about faith?

2212 Luther's Works

2212.1

Use the following **abbreviations** when citing editions of *Luther's Works* in professional books.

| | |
|----|---|
| LW | Martin Luther, <i>Luther's Works</i> , edited by Jaroslav Pelikan and Helmut T. Lehmann, American Edition, 55 vols. (St. Louis: |
|----|---|

| | |
|-------------------------|---|
| | Concordia Publishing House; Philadelphia: Fortress Press, 1955–1986). |
| WA | Weimar Edition of <i>Luther's Works</i> |
| St. L. | St. Louis Edition of <i>Luther's Works</i> |
| WLS | <i>What Luther Says: An Anthology</i> , compiled by Ewald M. Plass, 3 vols. (St. Louis: Concordia Publishing House, 1959). |
| KW | |
| Kolb-Wengert | |
| Kolb and Wengert | <i>The Book of Concord</i> , edited by Robert Kolb and Timothy Wengert, © 2000 Augsburg Fortress. |

2212.2

Do not italicize the **letter abbreviations**.

2213 Individual Writings of Luther

2213.1

Italicize the titles of all of **Luther's individual writings**.

Luther's *Bondage of the Will*
Luther's *Freedom of the Christian*

2213.2

Even though it may be argued that ***Luther's Works*** is the name of a series and not of an individual book, *Luther's Works* is italicized consistently throughout the literature.

2214 Volume and Chapter Designations

In most manuscripts, use **Arabic numerals** for volume and chapter designations, even when roman numerals are used in the original. *But* continue to use **roman numerals** when referring to the articles of the Lutheran Confessions.

23. Trademarks

2301

Capitalize trademarks, service marks, collective marks, brand names, proprietary names, names of commercial products, and market grades except those that have become clearly established as common nouns. A common noun following the product should not be capitalized. **Check current dictionary. (G)**

Coca-Cola Planned Parenthood Rollerblades
Coke *but* cola

2302

Capitalize the **trade names** of manufactured products, but the words following a trade name that are not part of the name are lowercased. **(E)**

Goodyear All-Season Radials *but* Goodyear radial tires

2303

Use **generic terms** whenever possible. **(AP, Con)**

in-line skates *not* Rollerblades
tissue *not* Kleenex

2304

Many **domestic breeds and varieties** have been given special, sometimes fanciful, names that must be respected. This is particularly true of horticultural varieties of plants that may be patented or may possess names registered as trademarks. **(C)**

Golden Bantam Corn Hale Haven Peach Peace rose

2305

Generic names of drugs should be used so far as possible and given lowercase treatment. Proprietary names (trade names or brands), if used at all, should be capitalized and enclosed within parentheses after the first use of the generic term. **(C)**

To prevent blood clots, the patient was prescribed warfarin (Coumadin).

2306 Use of Symbols

2306.1

The [™] and [®] symbols are used mainly in advertising and labeling. Repeated uses of the words after the first use do not carry the trademark or registered symbol.

2306.2

An **explanatory footnote** is used for each appearance of the symbols. (The footnote is according to the trademark owner's preference. When there are multiple symbols for different companies, a generic footnote is used.)

Teachers can order Christ-Light® materials online.

footnote: Christ-Light is a registered trademark of Northwestern Publishing House.

2306.3

It is not required to use the symbols in running text. However, capitalize trademark or registered names and when possible use a descriptor with first use.

Use Velcro to hold pieces together.

He gave his daughter the Rollerblade in-line skates. She quickly put on the Rollerblades and took off.

24. Word Division

2401

Our first **authority** on word division is the booklet *Word Division: Supplement to United States Government Printing Office Style Manual*. Our second authority is *Merriam-Webster's Collegiate Dictionary*, 11th Ed.

2402

Hyphens are used for word divisions at the end of lines. (**HB, MW**) Most words should be **divided according to pronunciation**, not according to derivation. (**C, G**)

| | |
|-------------------------------------|---------------------------------|
| chil-dren (<i>not</i> child-ren) | prod-uct (<i>not</i> pro-duct) |
| knowl-edge (<i>not</i> know-ledge) | ser-vice (<i>not</i> serv-ice) |

2403

Not every division between syllables is an **appropriate** place for dividing a word at the end of a line. (**HB**)

2404

Words that have a misleading appearance when divided should be left unbroken if at all possible. (**C**)

| | | |
|-------|--------|-------|
| media | often | water |
| noisy | prayer | women |

2405

Be alert to line breaks of words that have **different pronunciations and meanings** depending upon how they are hyphenated. (**G, USNWR**)

| | |
|-----------------|-----------------|
| re-cord (verb) | rec-ord (noun) |
| pro-ject (verb) | proj-ect (noun) |

2406

Avoid divisions like the following, which **can confuse** the reader. In some instances two-letter divisions are better so the reader is not confused. (**B, G, HB**)

| | |
|------------------|----------------|
| <i>Confusing</i> | <i>Better</i> |
| ambi-tious | am-bitious |
| circum-ference | cir-cumference |
| extra-neous | ex-traneous |
| hyper-bole | hy-perbole |
| inter-rogate | in-terrogate |
| super-lative | su-perlative |

2407

Word division should be made after a vowel unless the resulting break is not according to pronunciation. (C)

criti-cism (*better than* crit-icism)

liga-ture (*rather than* lig-ature)

2408

When **two separately sounded** vowels come together in a word, **divide between** them, but do not divide between two vowels when they are used together to represent one sound. (G)

| | | |
|-------------|-------------|-----------|
| recre-ation | experi-ence | situ-ated |
| esteemed | patience | announce |

2409

One-letter divisions are not permissible. Such words as the following must not be divided. (C, G, HB)

| | | |
|-------|--------|-------|
| acre | enough | item |
| again | even | lucky |
| amen | event | oboe |
| among | idol | unite |

2410

Try to **avoid two-letter divisions** at the end of a line. Two-letter word endings should not be carried over to the next line. (C, HB)

| | | |
|----------|----------|------------------------|
| en-chant | as-phalt | <i>but not</i> loss-es |
|----------|----------|------------------------|

2411

When a **one-letter syllable** occurs within the root of a word, divide **after** it rather than before it. (C, G)

| | | |
|-------------|------------|-----------|
| apolo-gize | nega-tive | reme-dies |
| impera-tive | pene-trate | simi-lar |

2412

Final syllables in which the liquid *l* is the only audible vowel should not be carried over onto the next line. (C)

| | | |
|------------|------------|------------|
| dis-ciples | <i>not</i> | disci-ples |
| ex-ample | | exam-ple |

2413

Divide a word **after a prefix**, rather than within a prefix or root word. (G)

| | |
|----------------|-------------|
| ambi-dextrous | intro-duce |
| circum-stances | super-sonic |
| inter-national | |

2414

Divide a word **before a suffix**, rather than within the suffix or root word. (G)

| | | |
|-----------------|------------|-----------------|
| appli-cable | <i>not</i> | applica-ble |
| comprehen-sible | | comprehensi-ble |

2415

When a word has **both a prefix and a suffix**, choose the division point that groups the syllables more intelligibly. This also applies to a word with a suffix added on to a suffix. (G)

| | | |
|---------------|------------|---------------|
| replace-ment | <i>not</i> | re-placement |
| helpless-ness | | help-lessness |

2416

Hyphenated compounds should not be broken except at the hyphen if it is possible. (B, C, G)

| | | |
|-----------------|---------------|-----------------|
| cross-reference | father-in-law | self-confidence |
|-----------------|---------------|-----------------|

2417

Words that were originally compounds of other words but now are spelled solid should be divided at the natural breaks whenever possible. Division after a prefix is also preferable. (B, C, G)

| | | |
|---------------|------------|---------------|
| school-master | <i>not</i> | schoolmas-ter |
|---------------|------------|---------------|

2418

Try to **keep together certain kinds of word groups** that need to be read together; for example, page and number, month and day, month and year, title and surname, surname and abbreviation (or number), number and abbreviation, or number and unit of measure. (G)

| | | |
|---------------|------------------|---------------------|
| page 203 | September 1989 | Paula Schein, J. D. |
| Mrs. Connolly | Adam Hagerty Jr. | 10:30 A.M. |

2419

Personal names ought not to be divided if there is any way to avoid it. (C)

2420

A **name with a numerical suffix** is not divided between the name and the numeral. (MW)

Elizabeth II

2421

Do not divide **contractions or abbreviations**. (G, HB, MW)

2422

Ordinarily, **long numbers** should not be divided.

2423

A **very short word** should not occur by itself on the last line of a paragraph. (MW)

2424

Try to avoid dividing words in **headings**.

2425

A **divisional mark**, such as (*a*) or (*I*), even when it occurs in the middle of a sentence, preferably should not be separated from what follows it. (G)

House Form Dictionary

A

Aaronic blessing May be capitalized in liturgical use. 610.3, 611.3

Abrahamic covenant (CW) 611.3

absolution (of sins) Lowercase in general. Capitalize only when used as a title of part of a service. 610.3, 611.3

abyss, the 608.2

a cappella Two words, not italicized.

accuser Referring to Satan. 606.1

adiaphora

Adonai 601.1

adult Baptism

Advent Capitalize only when referring to the religious season: advent of our Lord, Advent season. 610.5

advocate 601.6

African-American Preferred over *black* as a racial designation.

agnosticism 611.3

“Agnus Dei” Titled “O Christ, Lamb of God” in *Christian Worship: A Lutheran Hymnal*. 610.3

Allah 601.2

Almighty, the 601.1

almighty God 611.4

Alpha and Omega Lowercase in general.

Capitalize when used as a synonym for God. (usage) 601.6

altar guild Lowercase in general.

Capitalize when the reference is specific: Trinity Altar Guild.

amillenarian 605.3

amillennial, -ism, -ist 605.3

ancient Near East 608.1

Ancient of Days, the Referring to God. 601.1

angel Lowercase in general. Capitalize when referring to the preincarnate Son of God.

angel Gabriel, the

angel of death 606.1

angel of the Lord Lowercase in general.

Capitalize when referring to the preincarnate Son of God. 601.1

annunciation Lowercase in general.

Capitalize when referring to the festival on March 25. 609.3, 610.5

Anointed, the Synonym for Jesus. 601.1

Anointed, the Lord’s Capitalize when referring to Christ. 601.1

Anointed One, the Referring to Christ. 601.1

ante-Christian Before the Christian era.

ante-Nicene fathers

antichrist Lowercase when referring to the general spirit. Capitalize when referring to the person.

anti-Christian 605.4

antichurch

anti-God 605.4

antilegomena 603.2

anti-Semitism 605.4

anti-Trinitarian 605.4

Apocalypse, the Capitalize when referring to the Revelation of John; otherwise lowercase. 603.4

apocalyptic 603.5

Apocrypha 603.2

apocryphal 603.5

apostle 607.1

apostle Peter (et al.) 607.1

apostles, the 607.1

Apostles' Creed 604.1

apostle to the Gentiles, the 607.1

Apostolic Age 609.2

apostolic blessing May be capitalized in liturgical use. 610.3

apostolic council Acts 15. 609.3

apostolic faith

apostolic fathers

Arabic numeral

archaeology

archangel

archbishop Lowercase in general.

Capitalize when used before a personal name. (C)

ark, the Noah's ark. 611.2

ark of the covenant 611.2

ark of the Testimony 611.2

Arminian, -ism 605.3

article Lowercase in general. Capitalize when referring to individual articles of the creed: the Second Article. 604.2

ascension, the Capitalize when referring to Christ's ascension. 609.3

Ascension Day Use the full expression *Ascension Day* when referring to the Thursday 40 days after Easter. 610.5

assembly Lowercase in general.

Capitalize only when part of the official name of a local religious meeting place.

Athanasian Creed 604.1

atheism, -ist 611.3

atonement 611.3

Atonement, Day of 610.5

audiocassette

audiovisual

Augsburg Confession 604.1

Authorized Version

B

Baal A Canaanite god. Plural form is *baals*. 601.2

babe in the manger, the 601.6

baby Jesus, the 611.4

Babylonian captivity (of the Jews) 609.3

backstory One word.

Baptism Capitalize when referring to the sacrament. Lowercase in general: daily baptism, Jesus' baptism, your child's baptism. 611.6

Baptism, adult

Baptism, infant

Baptist, a 605.1

Baptist, the Referring to John. 607.1

Baptist church, the 605.5

beast, the Synonym for Antichrist. 606.1

Beatitudes, the 603.4

Beelzebub Capitalize when referring to Satan. 606.1

beginning, the 609.3

being Lowercase when referring to God's essence. 611.5

benediction Lowercase in general. Capitalize only when referring to a specific portion of a church service. 610.3

Bible Usually capitalized, but lowercase as a nonreligious term: My dictionary is my bible.

Bible Belt, the 910.9

Bible class

Bible school

Bible study Noun or an adjective.

Bible times 609.1

biblical

bimonthly

bishop Lowercase in general. Capitalize when used before a personal name. (C)

black As racial designation, lowercase both as an adjective and a noun unless it is part of a phrase that would require capitalization: a black gospel choir *but* the Black Muslims. *African-American* is preferred.

blackboard Use *chalkboard*.

blanket subscription Provided by the church but mailed to individual addresses.

blood of Christ 611.3

board Lowercase in general and in subsequent references to a specific board. Capitalize only when used as part of a proper noun: the Board of Trustees, our board.

body of Christ 611.3

book Lowercase when referring to a book of the Bible: the book of Jeremiah, the book of Acts. Capitalize when used as a synonym for the Bible (except when modified, e.g., God's book). A better way to treat this issue—and one preferred by many editors—dispenses with the phrase *the book of*: simply

use Jeremiah, Acts, etc., whenever possible. 603.1, 603.2

Book, the Referring to Bible. 603.1

book club Two words.

Book of books Unless this phrase is the actual title of the book, such as the book in The People's Bible Series: *Book of Books*. 603.1

book of life, book of judgment (NIV) 603.2

Book of the Covenant

Book of the Law Torah.

bookshelf One word.

books of the Bible 603.3

bookstore One word.

born-again Hyphenate as an adjective. 611.3

BOSS Blanket order subscription system.

boyfriend One word.

boy Jesus, the 611.4

Boy Scout Capitalize when a member of the organization is meant.

braille

Branch Referring to Christ. (usage) 601.6

brazen altar

bread Referring to Christ.

Bread of Life Synonym for the Bible or Christ. 601.6, 603.1

Bridegroom Synonym for Christ. (usage) 601.6

bride of Christ Referring to the church.

bride-price

Buddha,-ism, -ist 605.1

Bulk/bundle subscription Two or more copies of a periodical sent to one address for a designated time.

bulletin board

bulletin insert subscription A congregation may subscribe to receive the Scripture readings for each Sunday throughout the year.

bulletin subscription A congregation may subscribe to receive Sunday bulletins throughout the year.

burnt offering

C

Calvary Not *Mount Calvary*. 608.1

Calvinist, -ic, -ism 605.1, 605.4

Canon, the Referring to Scripture. 603.1

Canon Law 604.1

canon of Scripture, the 603.2

canticles Capitalize the names of canticles: "Nunc Dimittis," "Magnificat." Also capitalized when used as a name for Song of Songs. 610.3

captivity, the (of the Jews) (CW) 609.3

cardinal Lowercase in general. Capitalize when used before a personal name. (C)

caregiver One word.

catalog

catechism Capitalize when part of a title of a book: the *Roman Catholic Catechism*. Capitalize when used with the word *Small* or *Large*. Otherwise lowercase: catechism class.

catechumen

cathedral Lowercase in general. Capitalize when part of the official name of a local religious meeting place.

catholic Meaning “universal.”

Catholic Church Referring to the Roman Catholic Church. 605.5

catholic epistles James, et al. (CW) 603.2

Catholicism, -ics 605.1

CD Compact disk; small plastic disk in which music or other digital data is stored.

CD-ROM Referring specifically to disk with digital data.

celestial city Reference to heaven. 608.2

cf. Means “compare,” no comma after.

chalkboard One word.

chapel Lowercase in general. Capitalize when part of the official name of a local religious meeting place. 611.1

chapter Lowercase and spell out in the text. May be abbreviated in parenthetical references in professional writings.

charismatic 605.3

charismatic church 605.5

charismatic movement 605.3

checklist One word.

cherub, -im

chief priest

child The child in the manger. 611.4

child care Two words as a noun and as an adjective.

child Jesus 611.4

children of Israel Prefer people of Israel or Israelites.

chosen people Referring to the Jews. 611.4

chrismon

Christ 601.1

Christ Child (Con) 601.1

Christ crucified 601.1, 601.6

christen, -ing 611.3

Christendom 605.1

Christian Capitalize the noun and adjective form.

Christian church Capitalize both words when referring to the universal church in liturgical materials. 605.5

Christian day school Use *Lutheran elementary school*.

Christian era 609.2

Christian funeral Lowercase in general. Capitalize when referring to the

service in *Christian Worship: A Lutheran Hymnal*. 610.2

Christianity 605.1

Christianize, -ization

Christianlike

Christian marriage Lowercase in general. Capitalize when referring to the service in *Christian Worship: A Lutheran Hymnal*. 610.2

Christian Science 605.1

Christian Scientist, a Member of the Church of Christ, Scientist. 605.1

Christian Worship: A Lutheran Hymnal

Used by most WELS churches.

Abbreviated in references as CW. The abbreviation is not italicized.

Christian Worship: Supplement

Abbreviate CWS. *Supplement* also italic when alone.

Christlike

Christmas Day 610.5

Christmas Eve 610.5

Christmastime

christocentric

christological

Christology

church Lowercase in general. Capitalize when referring to a specific church: Roman Catholic Church, St. James Lutheran Church, Atonement Church, Bethany and Immanuel Churches; or

to the corporate title of a church: the United Presbyterian Church, The Lutheran Church—Missouri Synod; but lowercase in generic references: the Lutheran church, the Presbyterian church. Also capitalize when referring to the universal church in liturgical materials. 605.5

church and state 611.3

church catholic, the 611.3

church council Lowercase in general. Capitalize only when referring to a specific council: St. John's Church Council.

church fathers

church history

churchgoer

church growth Capitalize when referring to the specific movement. 605.3

Church Growth Movement 605.3

church in America

church in the East, . . . West Referring to Eastern Orthodox and Catholic Churches

church invisible *See* rules 605.3, 611.3.

church militant *See* rules 605.3, 611.3.

Church of England

Church of Rome

church triumphant *See* rules 605.3, 611.3.

church universal *See* rules 605.3, 611.3.

church visible *See* rules 605.3, 611.3.

churchwide

church year 611.3

circuit Lowercase in general: the circuit pastor. Capitalize only when used as part of a proper noun: the Lakeshore Circuit.

City of David Referring to Jerusalem or Bethlehem. 608.1

cleanup One word as a noun.

clean up Two words as a verb.

clergy

close(d) Communion 611.6

collect Liturgical term. 610.3

Collect for the Day, the Titled “Prayer of the Day” in *Christian Worship: A Lutheran Hymnal*. 610.3

college Lowercase in general: The college is on a hill. Capitalize when part of a proper noun: Wisconsin Lutheran College.

Comforter, the Referring to Jesus and the Holy Spirit. (usage) 601.6

commandment, a 603.4

commandments, the Lowercase in general: We find God’s commandments in the Bible. We studied the first three commandments. Capitalize only when referring specifically to the Ten

Commandments or one of the Ten Commandments. 603.4

Commandment, the First (et al.) 603.4

Commandments, the First and Second (et al.) 603.4

Commandments, the Ten 603.4

commission Lowercase in general.

Capitalize only when used as part of a proper noun: Commission on Youth Discipleship.

Commission, the Great Matthew 28:19; Mark 16:15. (A, Con, CW) 603.4

Common Doxology 610.3

Common Service, The Page 15 in *Christian Worship: A Lutheran Hymnal*. 610.2

Communion Referring to the Sacrament. (A, Con, CW) 611.6

Communion, close 611.6

Communion hymns 611.6

Communion liturgy 611.6

Communion, open 611.6

Communion ware

communism Lowercase in general. 911.3

Communist Capitalize when referring to the political movement. 911.4

communist Lowercase when used as an adjective. 911.3

Communist party (Con) 911.4

compact disk Two words.

conference Lowercase in general: The conference voted. Capitalize only when used as part of a proper noun: the Dodge-Washington Conference, the Conference of Presidents.

confession Capitalize names of particular confessions. (Con) 604.1, 610.3

Confession, the Capitalize when referring to the Augsburg Confession. (usage)

Confession of Sins Capitalize when referring to the liturgical title. 610.3

confessions, the Lowercase when used generically: the confessions teach.

Confessions, the Lutheran

confirmation Capitalize only when used as part of the liturgy. (A, C, Con, CW) 611.3

congregation Capitalize when part of the official name of a local religious meeting place. Lowercase as a common noun. (C, CW)

conqueror Refers to Christ. (H) 601.6

copyedit One word.

copyediting One word.

copy editor Two words.

copy master Two words; capitalize only when referring to specific copy master: Copy Master 3.

cornerstone Referring to Jesus. 601.6

council Lowercase in general and when referring to the Sanhedrin. Capitalize

only when used in reference to a specific council.

council at Jerusalem

Council of Nicaea (C) 609.2

Council of the Areopagus

Counselor, the Referring to Jesus and the Holy Spirit. (usage) (CW, H) 601.6

covenant, the (CW) Capitalize when used as a synonym for the Old or New Testament. Lowercase when used as a theological concept. (A, Con) 603.4, 611.3

covenant of grace (CW) 611.3

covenant of works (CW) 611.3

coworker Not hyphenated.

creation, the Referring to the act. (CW) 609.3

creation, the Referring to the result. (A, CW) 611.3

Creator, the (usage) (A, Con, CW, H) 601.6

Creator-God

creed Lowercase when referring to a generic creed. Capitalize names of particular creeds. Capitalize in liturgical matter when referring to a specific creed. (A, Con) 604.1

cross Referring to the wooden object. (A, Con, CW) 611.1

cross, the Referring to the event. (CW) 611.3

crown (CW, H) 601.6, 611.3
crucified, the Synonym for Jesus. (H) 601.6
crucifixion, the (AP, CW) 609.3
crucifixion of Christ (CW) 609.3
Crusades, the (CW) 609.2
curse, the (CW) 611.3

D

Day, Lord's (Con, CW) 610.5
Day of Atonement Yom Kippur. (CW) 610.5
day of judgment (Con, CW) 609.3
Day of Pentecost (CW) 610.5
Day of the Lord Capitalize when referring to Sunday; otherwise lowercase. (CW) 610.5
Dayspring Synonym for Christ. (usage) (H) 601.6
Daystar (usage) (H) 601.6
Dead Sea Scrolls (A, C, Con, CW) 604.1
Decalog (A, C, CW) 603.4
defender (H) 601.6
Deism, Deist, -ic (A) 605.3
deity Lowercase in the general sense. (A) 611.5
Deity, the (Con, CW, US) 601.1
deity of Christ (CW) 611.5
deliverer (H) 601.6
deluge, the Another name for the flood. (CW) 609.3

demon, -ic (CW) 606.1, 606.2
Depression, the The Great Depression of the 1930s. (CW) 609.2
descendant Referring to Jesus. 601.6
desire The desire of nations. (H) 601.6
desktop Referring to computer, compare to *laptop*.
devil Referring to Satan. (A, Con) 606.1
devil, a (AP, CW, US) 606.1
devils, the (US) 606.1
devil's advocate (US)
dialogue (A)
Diaspora, the Capitalize only when referring to the dispersion of the Jews after the Babylonian exile. (A, CW) 609.2
dinnertime (Con)
disciples (A, CW)
disk Computer disk. Preferred over *disc*. (CW)
dispensation, -alism, -alist (CW) 605.3
dispensation of the law (CW)
Dispersion, the Capitalize only when used as a synonym for Diaspora. (CW) 609.2
Distribution, The A title for part of the worship service. 610.3
district Capitalize only when used as part of a proper noun: Minnesota District. (NPH)

divided kingdom The period of history.
(CW) 609.1, 609.3

divine (A, Con, CW) 611.4

divine Father (CW, US) 611.4

divine guidance (CW, US)

Divine Providence Referring to God.
(CW, E) 601.1

divine providence (US)

Divinity, the Referring to God. (CW)
601.1

divinity of Christ, the (CW) 611.5

doctrine (Con, US) 611.3

door, the Referring to Christ. (CW) 601.6

DOS Disk Operating System.

dos and don'ts (A, Con)

doxology Capitalize when in a title or
used in liturgical sense; lowercase
when referring to a song of praise:
The last three lines are a doxology.
(A) 610.3

dragon, the Synonym for Satan. (CW)
606.1

E

e- (comb. form) for *electronic*

early church (A, CW) 605.5

Easter Day (Con) 610.5

Eastern church (CW) 605.5

Eastern Orthodoxy (A) 605.1

Eastern religions (CW) 605.3

Eastern rites (CW) 610.2

Easter Sunday (CW) 610.5

Easter Vigil (Con) 610.5

e-book

**ecumenism, ecumenical movement,
ecumenical** (CW) 605.3, 605.4

Eden, Garden of Lowercase subsequent
references to the garden. (Con) 608.1

e.g. Meaning “for example,” a comma
follows.

Eleven, the (Con, CW) 607.1

eleven apostles, the

Elohim (CW) 601.1

ELS Evangelical Lutheran Synod. 605.2

El Shaddai (CW) 601.1

e-mail (*email* okay within text if author
preference)

Emmanuel Use *Immanuel*. (Con) 601.1

Emmaus road (CW) 608.1

end-time Hyphenate as an adjective.
(Con) 609.1

end times, the (A, CW) 609.1

enemy, the Synonym for Satan. (CW)
606.1

Epiphany Capitalize only when referring
to the religious season. (CW) 610.5

Episcopal Church (US) 605.1

Episcopalian, an (US) 605.1

epistle A generic term that specifies a
form of written document. Lowercase
except when referring to the Lection
(the word *letter* is often preferred): the

Epistle for Easter Sunday; Paul's epistles (letters), Paul's epistle to the Romans, the epistles of the apostles, the epistle, Paul's letters (epistles) to the Corinthians, and the captivity (pastoral, general) epistles. 603.2

epistles, the Referring to the New Testament apostolic letters. (C, CW) 603.2

eschatology, -ical (A, CW)

Essene, -s (D) 605.3

Eternal City Synonym for Rome. (CW)
Lowercase when used as synonym for heaven. 608.1, 608.2

eternal God, the (CW) 611.4

eternal life (CW) 611.3

eternity (CW) 611.3

Eucharist, -ic (A, CW, G, NPH) 611.6

Evangelical Capitalize when referring to the movement or specific individuals in that movement. Lowercase when referring to gospel-oriented church or when used as an adjective. James Dobson is an Evangelical. 605.3, 605.5

evangelicals, -ism (CW) *See* rules 605.3, 605.5.

Evangelist May be capitalized in liturgical contexts. (A)

evangelist Someone who evangelizes. (CW)

Evening Devotion A devotion in *Christian Worship: A Lutheran Hymnal*. 610.2

Evening Prayer A service in *Christian Worship: A Lutheran Hymnal*. Titled "Vespers" in *The Lutheran Hymnal*. 610.2

evening prayer, a service of Capitalize only when referring to the specific service. (C) 610.2

evil one, the Referring to Satan. (CW, E) 606.1

ex corde Two words. Italicize because it is a foreign term. (Con)

exile, the Use the full expression *the exile of the Jews*. (CW) 609.3

exodus, the (A, CW) 609.3

extrabiblical (CW)

extreme unction A Catholic sacrament now referred to as *anointing of the sick*. (CW)

F

face-to-face Hyphenated as an adjective and as an adverb.

Fahrenheit Spell out when used with the word *degrees*; use the abbreviation (F) only when used with the degree sign and only when needed to conserve space. (Con)

faith healer Two words.

faith healing Two words as a noun. (CW)

faith life (et al.) Two words.

fall, the (A, CW) 609.3

fall of man The fall into sin. (Con, CW, H) 609.3

false christs (CW)

false prophet, -s (CW)

Father Referring to God. (A, AP, C, CW, E) 601.1

fatherhood Referring to God's fatherhood. (C, CW, E, US) 611.5

father of lies, the Referring to Satan. (CW, E, US) 606.1

Father's house 608.2

fathers, the (of the church) Also use lowercase in *church fathers*. (C, CW)

feast Capitalize when part of a proper name: Feast of Firstfruits, Feast of Tabernacles, Feast of the Dedication, Feast of the Lights, Feast of the Passover, Feast of Unleavened Bread. Lowercase subsequent references: the feast. (Con, CW) 610.5

fellowship Capitalize when part of the official name of a local religious meeting place. Otherwise, as a common noun it is lowercased. (CW)

field-test Hyphenate as a verb. (Con)

field test Two words as a noun. (Con)

final judgment (A, Con)

finger-paint Hyphenate as a verb. (Con)

finger paint, -ing Two words as a noun. (Con)

finger play Two words as a noun.

first Adam (CW)

first advent (CW) 609.3

First and the Last (usage) 601.6

firstborn Referring to Jesus. (H) 601.6

First Cause, the Capitalize when used as a name for God. (C, CW, E) 601.6

firstfruits One word. (Con)

first person of the Trinity (CW) 611.4, 611.5

First Table of the Law

flannel board Part of a flannelgraph. (Con)

flannelgraph The whole kit. (Con)

flip chart (Con)

flood, the (CW) 609.3

foe Synonym for the devil. (H) 606.1

forever One word, but *for ever and ever*.

four gospels, the (CW) 603.2

four horsemen of the Apocalypse

fourth gospel, the (CW) 603.2

Franciscans (MW) 605.3

free will (CW) 611.3

full-time Hyphenate when used as an adjective and adverb. (CW)

Fundamentalism 605.3

fundamentalist, -ism (A, CW) 605.3.

fundamentals of the faith (CW)

G

Galilean, the Referring to Christ. (Con, CW) 601.6

game board (Con)

games Titles of games that are relatively universal and not trademarks should not be capitalized. (Con)

Garden of Eden Lowercase subsequent references: the garden. (A, Con, CW) 608.1

Garden of Gethsemane Lowercase subsequent references: the garden. (Con, CW) 608.1

gate Referring to Christ. 601.6

gehenna Lowercase as a common noun. (CW)

General Devotion A devotion in *Christian Worship: A Lutheran Hymnal*. 610.2

general epistles (CW) 603.2

Gentile Capitalize as a noun; lowercase as an adjective. (A)

gentile laws (C, CW)

Gentiles' Christmas (usage) Referring to Epiphany.

girlfriend One word. (Con, US)

Global South US religious region

Girl Scout Capitalize when a member of the organization is meant. (Con, US)

“Gloria in Excelsis” Titled “Glory Be to God” in *Christian Worship: A Lutheran Hymnal*. 610.3

“Gloria Patri” Titled “Glory Be to the Father” in the hymn section in *Christian Worship: A Lutheran Hymnal*. (C, CW) 610.3

glory, Lord of (H) 601.6

gnostic (A, CW) 605.3

Gnostic, a Capitalize when referring to a member of the specific historical movement of the early Christian church. (A, C) 605.3

Gnostic, -ism Specific sect. (A, C, CW) 605.3

Gnostic heresy, the (C) 605.3

God (AP, C, CW, G) 601.1

god Referring to a pagan god. (CW) 601.5

God Almighty (MW) 601.1

god-awful (AP) 601.4

God-fearing Two words when used after a noun. 601.4

godforsaken 601.4

Godhead Capitalize when used as a epithet for God; otherwise lowercase. (CW, H) 601.1, 611.5

God Incarnate 601.1

godless (CW) 601.4

godlike (AP, C, CW) 601.4

godliness (AP) 601.4

godly (A, C, Con, CW) 601.4

godparent

God-man (Con, CW, NPH) 601.1

God-pleasing (Con) 601.4

godsend (AP, CW) 601.4

godship (CW) 601.4

God's house (CW) 608.2

godspeed (CW) 601.4, *but* M-W

Godspeed

God's will (Con)

God's Word Capitalize when referring to the whole revelation of God to his people or when used as a synonym for the Bible. (Con) 603.1

God the Father almighty

godward (CW) 601.4

golden candlesticks, the (CW) 611.1

Golden Rule Luke 6:31. (Con, CW, US) 603.4

Good Book, the (CW) 603.1

good-bye Hyphenated. (Con, CW)

goodness of God (Con)

good news Capitalize when referring to the gospel when needed for clarity. (Con, CW) 611.3

good Samaritan Lowercase *good* when referring to character in the parable. (A)

Good Shepherd, the Synonym for Jesus. (usage) (Con, CW, H) 601.6

good shepherd, the parable of the (CW) 603.4

gospel Capitalize when referring to the Lection: the Gospel for Easter Sunday; otherwise lowercase: Mark's gospel, the gospel of John, the fourth gospel, the gospel accounts, the synoptic gospels, preach both law and gospel, preach the gospel to every creature. 603.2, 610.3

gospel, Matthew's (CW) 603.2

gospel of Matthew (CW) 603.2

gospels, the (AP, C, CW) 603.2

gospel truth (CW)

Gothic A style or type of art. Capitalize whether used as noun or adjective. (CW)

grades Use *A+* rather than *A plus*.

Gradual Liturgical term. (Con) 610.3

grain offering (CW)

gray Preferred over *grey*. (CW)

gray-scale Referring to printing.

Great Awakening, the (CW) 609.2

Great Commandment Matthew 22:36-38. (A, Con, CW) 603.4

Great Commission Matthew 28:19; Mark 16:15. (A, Con, CW) 603.4

Great High Priest, the (usage) (CW) 601.6

Great Physician (usage) (Con, CW) 601.6

great tribulation, the (CW) 611.3
great white throne, the (CW)
Greek Orthodox Church, the (C) 605.1
Ground of Being Capitalize when used
as a synonym for God. (CW) 601.1
grown-up, -s Hyphenate as a noun or
adjective. (Con, CW)

H

hades (CW) 608.2, Greek mythology
Hades
hall Capitalize when part of the official
name of a local religious meeting
place. Lowercase as a common noun.
(CW)
Hanukkah Feast of the Dedication. (A,
CW) 610.5
hardcover One word.
head, the Referring to Christ. (CW) 601.6
head of the church (H) 601.6
heaven 608.2
heavenly Father (Con, CW) 611.4
Heidelberg Catechism (CW)
hell (A, AP, CW, E) 608.2
Herodian (CW)
Herod's temple (CW) 608.2
high church (A, CW)
high church movement 605.3
High Mass (Con)
High Priest Capitalize only if used as a
title for Jesus. (usage) (Con, H) 601.6

High Priestly Prayer John 17. (A, Con,
CW) 603.4
high school, -er (Con)
Hindu Follower of Hinduism. (B) 605.1
Hinduism (B) 605.1
historical books, the (CW) 603.2
holiness bodies
Holiness Movement, the (CW) 605.3
holism Preferred over *wholism*. (Con)
605.3
holistic Preferred over *wholistic*. (Con)
605.3
Holocaust 609.2
Holy Baptism (A, Con, H) 611.6
Holy Bible (A) 603.1
Holy Book The Bible. (CW) 603.1
holy Christian church 605.5
Holy City Referring to Jerusalem. (A,
Con, CW) 608.1
Holy Communion (A, AP, C, Con, NPH)
611.6
Holy Eucharist (A, AP) 611.6
Holy Ghost Use *Holy Spirit*. (C, E) 601.1
Holy Gospel Capitalize when used as a
title for the Lection. 610.3
“Holy, Holy, Holy” Titled “Sanctus” in
The Lutheran Hymnal. 610.2
Holy Land Palestine. (Con, CW) 608.1
Holy of Holies (A, Con, CW) 608.1
Holy One Synonym for God. (C, CW, H)
601.1

Holy Place (Con, CW) 608.1

Holy Scriptures (A, AP, Con, H, NPH, US) 603.1

Holy Spirit Preferred over *Holy Ghost*. (A, AP, C, Con, CW, E, G, MW) 601.1

Holy Supper (H) 611.6

Holy Trinity (Con, CW, E) 601.1

Holy Week (A, Con, CW) 610.5

Holy Word 603.1

Holy Writ The Bible. (CW) 603.1

homeschool, -ing

homologoumena Books of the Bible accepted by all churches. 603.2

house of God (A, Con) 608.2

house of the Lord (Con, CW) 608.2

hymnal (Con) 611.1

hymnbook

Hymn of the Day (Con) 610.3

hymn 22 (Con) 611.1

hymn writer (Con)

I

I AM Name of God in Exodus 3; but “I am the resurrection and the life” (John 11:25). (Con) 601.1

i.e. Means “that is,” followed by comma.

Immanuel Preferred over *Emmanuel*. “God with us.” (A, Con, CW) 601.1

important Not *importantly*.

incarnate Capitalize when used in a title for God; otherwise lowercase. (Con) 601.1

incarnate Son (Con) 611.4

incarnate Word Referring to Christ. (H) 611.4

incarnate Word of God (Con, CW) 611.4

incarnation Lowercase as a biblical event. (A, Con, CW) 609.3

infant Referring to Jesus, the infant in the manger. (H) 601.6

infant Baptism

inner veil (CW)

Inquisition (A, D) 609.2

insofar as Avoid using this phrase.

intercessor, the Referring to Christ. (CW) 601.6

inter-Lutheran (Con)

Internet

intertestamental (A, CW) 609.1

Intertestamental Period (Con) 609.2

Introit (Con) 610.3

Iron Age (Con) 609.2

Islam Preferred over *Mohammedanism*. (A, B, C, Con) 605.1

Islamic (C, MW) 605.1

“It” The player in a game who tries to catch others. Cap and quotation marks for first use; cap only subsequent uses.

J

Jehovah Avoid, unless author is speaking specifically. (Con) 601.1

Jehovah's Witness (C) 605.1

Jesuit, a Member of the Society of Jesus. (C) 605.1

Jesus Christ (AP) 601.1

Jesus' sonship (US) 611.5

Jewish New Year Rosh Hashanah. (CW) 610.5

Jew, Orthodox (B) 605.1

John the Baptist (Con, G) 607.1

John the Evangelist (CW) 607.1

Jordan River (CW) 608.1

JPEG Used in text.

.jpg File extension.

Jubilee Year of Emancipation. (CW) 610.5

Judaism (B, C, CW, MW) 605.1

Judean (CW)

Judeo-Christian (CW)

judge Referring to Christ. 601.6

Judge of nations (E) 601.6

judgment No *e* in judgment. (H)

judgment day Also day of judgment or day of the Lord. (Con, H) 609.3

judgment seat of Christ (CW)

K

kerygma (A, CW)

keys (H) 611.3

keys, office of Lowercase when standing alone as keys or when referring to the office of the keys: the keys, the power of the keys, ministry of the keys and confession, etc. Capitalize only when used as a title of one of the six chief parts. (Con) 611.3

King Capitalize when referring to God or Jesus. (usage) (CW) 601.6

kingdom Capitalize when it forms part of a geographical place name: Northern Kingdom. Lowercase as a common noun: God's kingdom; and in *of* constructions: kingdom of God, kingdom of glory, kingdom of Judah. (A, Con, CW) 608.1, 608.2

King James Version (CW)

King of creation (NPH) 601.6

King of glory (H) 601.6

King of grace (H) 601.6

King of kings (A, Con) 601.6

king of terrors Death. Lowercased though personified. (Con)

King of the Jews (E) 601.6

kinship (C)

kinsman-redeemer Ruth 3:9. (CW)

Kiwanis Club (Con)

Kleenex Trademark. Use *facial tissue* when possible. (Con)

Koran (C, MW, US)

“Kyrie” Titled “Lord Have Mercy” in
Christian Worship: A Lutheran
Hymnal. (Con) 610.3

L

ladies’ aid Capitalize when referring to a
specific group: St. Paul’s Ladies’ Aid.

ladies’ guild Capitalize when referring to
a specific group: St. Paul’s Ladies’
Guild.

laity (Con)

Lamb Capitalize when referring to Christ.
(usage) (CW) 601.6

Lamb of God Synonym for Jesus.
(usage) (C, H) 601.6

land of Canaan (CW) 608.1

land of promise Capitalize only when
referring to Canaan. (CW) 608.1

Large Print Meditations NPH devotional
periodical published quarterly. Also
available in regular print. Abbreviated
LPM.

Last Day, the (CW) 609.3

last days (CW) 609.1

last judgment (CW) 609.3

Last Supper, the (AP, Con) 610.3, 610.5

Latter Day Saints In Missouri. (C) 605.1

Latter-day Saints In Utah. (C, US) 605.1

law Usually lowercase. Capitalize when
referring to the first five books of the

Bible or the Ten Commandments. (A,
CW, H, NPH) 603.2

law and gospel (NPH)

Law and the Prophets Synonym for the
Bible. (NPH) 603.1

Lawgiver, the (usage) (C, MW) 601.6,
607.1

Law of Moses (H) 603.4

layman One word. Avoid unless needs to
be gender specific. (A, Con, D)

lay member

laypeople One word. Use *laity* when
possible. (A, Con, CW, D)

layperson One word. (CW, D)

lay reader Two words. (Con, D)

laywoman One word. (Con, D)

lay worker Two words.

LCMS Not *LC-MS*. Lutheran Church—
Missouri Synod. (Con) 605.2

Lection 610.2, 610.3

lectionary One-year lectionary, three-
year lectionary. 611.1

led Past tense of *lead*, meaning “took in a
direction by going before.”

Lent (A, Con, CW, US) 610.5

Lenten season (A, Con) 610.5

Lesser Festivals Referring to the days in
the liturgical calendar. (Con) 610.5

“Let My Prayer Rise Before You”

Liturgical song in *Christian Worship*
A Lutheran Hymnal. 610.3

letter Generic term that specifies a form of written document.

Levitical Capitalize because of usage and a derivative of a proper noun. (CW)

liberal, -ism (CW) 605.3

life, the 601.6

lifestyle One word. (Con)

light Referring to the truth or Christ. (CW) 601.6

Light of the world Capitalize when referring to Christ. (CW) 601.6

list subscription Copies of a periodical are sent to every home in the congregation. The congregation provides NPH with a list of its members and their addresses.

litany (A, Con) 610.2, 610.3

liturgical terms Capitalize such terms when they refer to a part of a service of worship: Gradual, Collect, Old Testament Reading, Introit, Gloria Patri, etc. (Con) 610.3

living God (A, Con, CW) 611.4

living Lord (A, Con) 611.4

living water Synonym for Jesus. 601.6, 611.4

living Word Synonym for Jesus. (A, Con, CW) 601.6, 611.4

Logos, the Capitalize when referring to Christ. (A, CW, D) 601.6

LORD Only use small caps when quoting a Bible passage that uses small caps, or when the word is being discussed. (H) 601.1

Lord (C, US) 601.1

Lord of glory (H) 601.6

Lord of hosts (Con) 601.6

Lord of life (H) 601.6

Lord of lords (Con, NPH) 601.6

Lord's Anointed Referring to Christ. (CW) 601.1

Lord's Day (Con, CW) 610.5

lordship of Christ (CW) 611.5

lordship of God (Con) 611.5

Lord's Prayer Matthew 6; Luke 11. (A, C, Con, CW, MW) 603.4, 604.1, 610.3

Lord's Supper (A, AP, Con, CW, E, H, NPH) 610.3, 611.6

Lord's Table (A, Con, CW) 610.3, 611.6

lost tribes of Israel Preferred over *the ten tribes*. (CW)

love chapter, the 1 Corinthians 13. (CW) 603.2

loving-kindness (A)

low church (CW)

lowercase One word.

Low Mass

Lutheran church 605.5

Lutheran Educator, The A periodical formerly published quarterly by Martin Luther College.

Lutheran elementary school Preferred over *Christian day school*.

Lutheran Hymnal, The (TLH) (Con) 611.1

Lutheran Worship (LW) (Con) 611.1

Luther's Ninety-five Theses Title of a specific writing. (C)

LWMS Lutheran Women's Missionary Society.

M

Magi (A, Con, CW, H)

"Magnificat" Titled "Song of Mary" in *Christian Worship: A Lutheran Hymnal*. Use quotes in a liturgical sense. (Con, CW) 610.3

major prophets A division of the Old Testament. (CW) 603.2

Maker (usage) (H) 601.6

mammon (CW)

man of sorrows, a (usage) (A) 601.6

Man of sorrows, the Christ going to the cross. (usage) (CW) 601.6

Mariolatry

mariological

Masoretic text (usage) (CW)

Mass High Mass, Low Mass. (AP, Con, CW, G) 610.1

master Synonym for Jesus. (usage) (H) 601.6

Matins Not *Matin Service*. Titled "Morning Praise" in *Christian Worship: A Lutheran Hymnal*. (A, Con) 610.2

matins and vespers (C) 610.2

matrimony (CW) 611.3

Meals on Wheels® Registered name of seniors' food program. (Con)

means of grace (A, Con, H) 611.3

mediator Referring to Christ. (CW) 601.6

medieval (CW)

Meditations NPH devotional periodical published quarterly. Also available in large print, online, and as an e-book. Only *Mediations* is italic, not Online or Large Print. Abbreviated MED.

meeting Capitalize when part of the official name of a local religious meeting place. Lowercase as a common noun. (C, CW)

mega church (noun)

mega-church movement (adjective)

mercy of God (Con)

mercy seat Two words. (A, Con, CW)

messiah, a (usage) (A, US) 601.6

Messiah, the Title for Jesus. (usage) (C, Con, CW, G, US) 601.6

messiahship (Con, E, US) 611.5

messianic (A, E, US)

messianic hope (C)

Methodism (C) 605.3

Methodist (C, G) 605.1

Methodist church, the (C) 605.5

middle-aged Hyphenate when used as an adjective, including predicate adjective. (CW)

Middle Ages Approximately 1100 to 1453. 609.2

Midwest Region of the US. (CW, US) 910.9

midwestern (CW) 910.9

Midwestern States Capitalize when referring to a region of the United States; otherwise lowercase. (US) 910.9

millennial, -ism (Con) 605.3

millennium (A, Con) 611.3

millennium, the (CW) 611.3

mind and will of God (Con)

ministry Capitalize when part of the official name of a local religious meeting place. Lowercase as a common noun. (CW)

ministry of the keys 611.3

minor prophets A division of the Old Testament. (Con, CW) 603.2

Mishnah First part of the Talmud, oral tradition of Jewish law. (A, C, Con, CW)

mission Capitalize when part of the official name of a local religious meeting place. Lowercase as a common noun. (CW)

missionary-at-large (Con)

Mission Connection Periodical published quarterly.

mite box Collection boxes used by LWMS.

modernism (CW) 605.3

Mohammedan (US) Prefer *Muslim*. 605.1

monologue

Mormon (C) 605.1

Mormon church, the (C) 605.5

Mormonism (C) 605.3

Morning Devotion A devotion in *Christian Worship: A Lutheran Hymnal*. 610.2

Morning Praise A service in *Christian Worship: A Lutheran Hymnal*. 610.2

morning prayer, a (C) 610.2

Morning Star (usage) (H) 601.6

Mosaic covenant

Mosaic Law The Pentateuch or the Ten Commandments. (CW) 603.4

Moses, the Prophets, and the Writings Capitalize when used as a synonym for the Old Testament. 603.4

Moslem Use *Muslim*. (AP) 605.1

mosque Capitalize only when part of an official name. (C) 611.1

Most High (usage) (C, CW) 601.6

Most Holy Place, the 608.1

mother of God (C)

Mount of Olives (CW) 608.1

Mount of Transfiguration (Con, CW) 608.1

Mount Sinai (CW) 608.1

movement Capitalize only if the adjective that precedes it is capitalized. *See* rules 605.1, 605.3.

Muhammad Preferred over *Mohammed*. (A, Con, CW) 605.1

Muslim Follower of Islam. Preferred over *Moslem*. (B) 605.1

N

name of God (Con, CW, H) 611.5

name tag Two words. (Con)

nativity Capitalize in liturgical contexts: Nativity season. (A, Con) 609.3, 610.5

nativity, the (CW) 609.3

Near East (CW) 608.1

Neo-Babylonian Empire (CW) 608.1

neoorthodox (CW) 605.3

neoorthodoxy (A) 605.3

Neo-Platonic (A, CW) 605.3

Net The Internet.

new Adam (A) 611.3

New Age (Con) 605.3, 605.4

New Age Movement 605.3

new birth (CW) 611.3

New Covenant Synonym for New Testament. (A, Con) 603.4, 611.3

new heaven and new earth (CW) 611.3

new Israel (Con) 611.3

new Jerusalem Name for heaven. (CW) 608.2

new man (NPH) 611.3

New Testament, the (E) 603.4

New Testament church (CW)

Nicaea (Con) 608.1

Nicene Creed (A, C, Con, CW, E) 604.1

Ninety-five Theses Title of a specific writing. (Con, CW)

nonbiblical (Con)

non-Catholic (Con)

non-Christian (A, Con, CW)

nonscriptural (Con)

Northern Kingdom (A, Con) 608.1

Northwestern Lutheran Previous synod monthly periodical, now *Forward in Christ*.

“Nunc Dimittis” Titled “Song of Simeon” in *Christian Worship: A Lutheran Hymnal*. (C, CW) 610.3

O

“O Christ, Lamb of God” Titled “Agnus Dei” in *The Lutheran Hymnal*. 610.3

offering (A, Con) 610.3

offertory (A, Con) 610.3

“Oh, Come, Let Us Sing to the Lord”

Titled “Venite” in *The Lutheran Hymnal*. 610.3

“Oh, Taste and See” A liturgical song in

Christian Worship: A Lutheran Hymnal. 610.3

okay Preferred over *OK*. (Con, CW)

old Adam (A, NPH) 611.3

Old City Part of modern Jerusalem. (CW) 608.1

Old Covenant Capitalize when used as a synonym for the Old Testament. 603.4, 611.3

old man (NPH) 611.3

Old Testament, the (A, C, Con, MW) 603.4

Olivet discourse (CW)

“O Lord, Our Lord” A liturgical song in *Christian Worship: A Lutheran Hymnal*. 610.3

Omega, the (usage) (CW) 601.6

omnipotence (C) 611.3

one Capitalize if used as part of a name for God: Almighty One, Holy One, Crucified One, the Living One, Ominipotent One, etc. (Con) 601.1

one, the Lowercase when used as a pronoun: Jesus is the one who died on the cross for our sins. (H) 601.1

One, the Capitalize as a name for God. (CW) 601.1

oneself, one’s self (Con)

one true God (CW) 611.4

online

only begotten of the Father (CW) 611.4

only begotten Son of God (CW) 611.4

open Communion

open house Lowercase general references to congregational activities. (Con)

order form Two words.

order of creation (Con)

Order of Matins, the Page 32 in *The Lutheran Hymnal*. Titled “Morning Praise” in *Christian Worship: A Lutheran Hymnal*. 610.2

Order of Morning Service, the Page 5 in *The Lutheran Hymnal*. 610.2

Order of the Confessional Service, the Page 46 in *The Lutheran Hymnal*. 610.2

Order of the Holy Communion, the Page 15 in *The Lutheran Hymnal*. 610.2

Order of Vespers, the Page 41 in *The Lutheran Hymnal*. Titled “Evening Prayer” in *Christian Worship: A Lutheran Hymnal*. 610.2

original sin (Con) 611.3

orthodox Capitalize when referring to Eastern church; otherwise lowercase. (A, Con) 605.1, 605.3

Orthodox church, the (C) 605.5

Orthodoxy (C) 605.1

Our Father, the (MW) 604.1, 610.3

outer court Part of the temple. (CW) 608.1

P

Palestinian covenant (CW) 611.3

Palm Sunday (CW) 610.5

papacy (CW)

papal (A, US)

paper cover Two words, preferred over *softcover*.

parable Lowercase as a descriptive term, as are any descriptive words that accompany it. (A) Words describing specific parables should be capitalized only when they are proper nouns. In works that focus heavily and repeatedly on specific parables, the word *parable* and its accompanying words may be capitalized as formal titles. (CW) 603.4

parable of the unjust steward (et al.) (C, Con, CW) 603.4

Paraclete, the Referring to the Holy Spirit. (usage) (A, CW) 601.6

Paradise Capitalize when used as a synonym for the Garden of Eden. (Con, CW) 608.1

paradise Lowercase as a common noun or when meaning “heaven.” (CW) 608.2

part-time Hyphenate when used as an adjective or adverb. (CW)

party Names of political organizations are capitalized. But *party* is not. (CW)

paschal candle (Con)

Paschal Lamb Synonym for Jesus. (usage) (A, Con, CW) 601.6

passion (A, Con) 611.3

Passion History 603.4

Passion Sunday Fifth Sunday in Lent. (CW) 610.5

Passion Week (A, CW) 610.5

Passover (A, Con) 610.5

Passover Feast (A, CW) 610.5

Passover Festival

Passover Lamb Referring to Jesus. (usage) (CW) 601.6

pastoral epistles (A, CW) 603.2

pastoral letters (CW) 603.2

patriarch, a (CW)

Pauline epistles (A, CW) 603.2

Paul’s epistles (CW) 603.2

Paul’s letters (CW) 603.2

Paul the apostle (CW) 607.1

peace (H)

peace offering (CW)

Pelagian, -ism

penance (CW, NPH)

penitential psalms

Pentateuch Capitalize only when used for the first five books of the Bible, Jewish name is Torah. (A, C, Con, CW, MW) 603.2

pentateuchal

Pentecost (Con, CW) 610.5

Pentecostal, -ism (CW) 605.3

people of Israel Preferred over *children of Israel*.

percent Spell out in text. (Con)

person of God, person of Christ (CW, H) 611.5

persons of the Trinity (A, Con, CW) 611.5

Pesach Passover. (CW) 610.5

petition Capitalize references to individual petitions of the Lord's Prayer: First Petition. (Con)

Petrine Referring to St. Peter or to the pope, papal authority. (CW)

Pharaoh Capitalize only when it is used as a proper name, which, in most cases, is when it is used without an article: Moses was raised in Pharaoh's household. (Con) 607.1

pharaoh When an article precedes it, lowercase as a common noun: At first

he was afraid to address the pharaoh. (A, CW)

Pharisaic Capitalize in references to Pharisees. (A, CW) 605.3

pharisaic Referring to an attitude. (Con, CW) 605.3

Pharisees (A, Con, CW) 605.3

Pietism The 17th-century Lutheran movement. Lowercase when referring to general religious devotion. (A, Con) 605.3, 605.4.

Pietist Movement

Pilgrims, the (CW)

pillar of cloud (Con, CW) 611.3

pillar of fire (Con, CW) 611.3

pleasure (H)

Pledge of Allegiance (US)

poetic books, the (CW) 603.2

pontiff (US)

pope Capitalize when used with a name as a title: Pope John Paul I; otherwise lowercase: the pope. (A, Con, CW)

popes, the (E)

postbiblical (CW) 609.2

post-Christian (CW) 609.2

poster board Two words. (Con)

postexilic (CW) 609.2

Post-It[®] Notes Registered trademark for self-adhesive notepaper. Use *sticky notes* or *self-stick notes*.

postmillennial, -ism (CW) 605.3

post-Nicene fathers (CW) 609.2

prayer Capitalize the names of specific prayers: the Gloria Patri, the Lord's Prayer, but doxology. (Con) 604.1

Prayer for Grace A prayer in *Christian Worship: A Lutheran Hymnal*. 610.3

Prayer, High Priestly John 17. (Con) 603.4

Prayer of the Church A prayer in *Christian Worship: A Lutheran Hymnal*. 610.3

Prayer of the Day A prayer in *Christian Worship: A Lutheran Hymnal*. Titled "Collect" in *The Lutheran Hymnal*. 610.3

pre-Christian (CW) 609.2

precious blood Referring to Christ's blood in Holy Communion. (C) 611.3

predestination (CW) 611.3

preexistent (A, Con) 611.3

prekindergarten In Christ-Light materials grade level abbreviated PreK.

preschool (Con)

presence (H)

preserver (H)

presession (Con)

presiding minister (A)

Priest Referring to Jesus. (usage) (H) 601.6

priest, a (AP) 607.2

priesthood of all believers (A, Con, CW)

priesthood of Christ (CW) 611.5

prince of darkness Referring to Satan. (CW) 606.1

Prince of life (usage) (H) 601.6

Prince of peace (usage) (Con) 601.6

Prince of Peace Relating to Isaiah 9:6.

prison epistles (CW) 603.2

prison letters (CW) 603.2

private Communion

Private Confession A section in *Christian Worship: A Lutheran Hymnal*. Lowercase when used generically. 610.3

prodigal son, the (CW) 603.4

Promised Land Capitalize when used with or without *of Canaan*. (Con, CW) 608.1

Promised One Synonym for Jesus. (Con, CW) 601.1

Professor Emeritus Delmar Brick (et al.) Do not abbreviate *emeritus*, except in the *Yearbook*.

prologue

proofreader (CW)

proper, -s May be capitalized in liturgical materials. (A, Con)

prophet Lowercase unless used as part of a common epithet that has come to have the force of a proper name: the

prophet Jeremiah, but the Weeping Prophet. (CW)

Prophet Referring to Jesus. (usage) (G, H, MW) 601.6

prophet, a 607.2

prophets, the (C) 603.2

pros and cons (A, Con)

Protestant, -ism Capitalize when referring either to denominations formed as a result of the break from the Roman Catholic Church in the 16th century or to the members of these denominations. (A, AP, B, C, Con, CW, US) 605.1

provider, the 601.6

psalm A generic term that specifies a form of written document: the 23rd psalm, a psalm of David. Capitalize when referring to a specific psalm: Psalm 23. (A, CW) 603.3

Psalm 119 (et al.) (CW) 603.3

psalmist, the (A, Con, CW)

Psalm of the Day 610.3

Psalms, the Capitalize when referring to the book of the Bible or a specific psalm: Psalms 22 and 28. Otherwise lowercase: 23rd psalm; used psalms in their worship. (Con) 603.3

psalm writer Two words. (Con)

Psalter, the The Psalms. (A, CW) 603.3

Pseudepigrapha Capitalize when used as a noun; lowercase when used as an adjective. (A)

purgatory (CW) 608.2

Purim Feast of Esther. (CW) 610.5

Q

Qumran Region of the western shore of the Dead Sea. (CW)

Qur'an Variant of *Koran*. (A, Con)

R

rabbi Capitalize when used as part of a title: Rabbi Schuller; or as a form of address: I heard you, Rabbi. (Con, CW)

rabbinical (Con, E)

rational, -ism, -ist (Con) 605.3

real presence (CW) 611.3

Redeemer (usage) 601.6

redemption (A) 611.3

Reformation, the (A, Con, CW, US) 609.2

Reformed church, the (A, C, CW) 605.5

Reformed Church in America, the (C) 605.1, 605.5

Reformed theology (CW) 605.3

Reformer, the Capitalize when used as a synonym for Martin Luther. (Con) 607.1

reformers (Con)

refuge (H)

Religious Right 605.3

Responsive Prayer Capitalize as part of the liturgy; lowercase if used generically. (Con) 610.3

resurrection, the (CW) 609.3

Resurrection and the Life Referring to Jesus. (usage) 601.6

resurrection of Christ (A, Con, CW) 609.3

Revelation Sacred writing; not *Revelations*. (C)

Reverend, Rev. The title *Reverend* is an adjective, not a noun and must, therefore, always be used with a given name or initials when writing the address. The article *the* when preceding *Reverend* in a sentence should not be capitalized. The abbreviation *Rev.* should not be used when preceded by *the*.

righteous, the

righteousness (H) 611.3

Righteous One Referring to Christ in Isaiah 24:16

rite Lowercase in general; capitalize when used with the name of a specific liturgy or part of a liturgy: Roman rite, Eastern rite, Rite of Confirmation. 610.2, 610.4

rock, the Referring to Christ (CW) 601.6

Rock of ages (H) 601.6

role play Two words as a noun. (D)

role-play Hyphenate as a verb. (D)

Roman Catholic, a (C) 605.1

Roman Catholic Church, the (A, CW, E) 605.1, 605.5

Roman Catholicism (C) 605.1

Rosh Hashanah Jewish New Year. (CW) 610.5

S

Sabbath, Sabbath Day Seventh day of the Hebrew week. (A, Con, CW, H, US) 610.5

sabbatical Lowercase as a noun or adjective. (CW)

sacrament Capitalize when used as a synonym for Baptism or Holy Communion: Sacrament of Holy Communion. Lowercase in reference to Word and sacrament; Communion is a sacrament; the Lutheran church has two sacraments. (A, Con) 611.6

Sacrament, the Capitalize when used specifically for Baptism or Communion. (C) 611.6

sacramental (A, Con) 611.6

Sacrament of Baptism (Con) 611.6

Sacrament of Holy Baptism (Con) 611.6

Sacrament of Holy Communion (Con) 611.6

Sacrament of the Altar (A, Con) 611.6

Sadducees (A, Con, CW) 605.3

Saint Mark the evangelist Also St. by
editor preference (C)

Saint Peter See above (G)

salvation (H) 611.3

Sanctifier (usage) 601.6

sanctuary The area immediately
surrounding the altar. (C, Con) 611.1

“Sanctus” Titled “Holy, Holy, Holy” in
Christian Worship: A Lutheran
Hymnal. (A, Con) 610.3

Sanhedrin (CW)

Satan (A, AP, Con, CW, US) 606.1

satanic (AP, CW) 606.2

satanism (CW) 605.3

Savior Capitalize when referring to Jesus.
Use this spelling rather than *Saviour*.
(A) 601.6

Savior-God

Savior-King

school Capitalize if part of a proper name.
(US)

scribes Called *sopherim* in Jewish
literature. (A, Con, CW)

scriptural (AP, C, CW, E, NPH, Con, A)
603.5

Scripture, -s Capitalize when used as a
synonym for the Bible: The Scriptures
are God’s revelation to man.
Lowercase when used as a general

term for religious writings: Buddhist
scriptures. (A, Con, CW, US) 603.1

Sea of bronze

seat of judgment (A, Con)

second Not *secondly*. (Con)

second Adam Referring to Christ. (usage)
(Con, CW) 601.6

second advent, the (CW) 609.3

second book of Samuel (NPH) 603.3

second coming (Con, CW) 609.3

second coming of Christ (A, CW) 609.3

second person of the Trinity (CW)
611.5

Second Table of the Law

Seder Referring to the Passover. (Con)
610.5

self-control Hyphenate. (D)

self-esteem Hyphenate. (D)

self-respect Hyphenate. (D)

semi-Pelagian, -ism

Semite (CW)

Septuagesima (CW) 610.5

Septuagint Capitalize when used as a
noun. (A, CW) 603.1

seraph, -im (CW)

Sermon on the Mount, the (C, CW, G,
MW) 603.4

serpent, the Referring to Satan. Genesis
3. (A, Con, H) 606.1

Servant-King

Servant of the Lord Capitalize when referring to Jesus. (A) 601.6

Service of Light Page 54 in *Christian Worship: A Lutheran Hymnal*. 610.2

Service of the Word Page 38 in *Christian Worship: A Lutheran Hymnal*. (Con) 610.2

Service of Word and Sacrament Page 26 in *Christian Worship: A Lutheran Hymnal*. 610.2

seven deadly sins Sloth, lust, covetousness, anger, envy, gluttony, pride. (A, Con)

Seventh-day Adventists (CW, US) 605.1
shalom (CW)

share the Peace Capitalize only when referring to part of the liturgy. (Con, LW)

Shekinah Hebrew for the visible presence, pillar of cloud/fire, with tabernacle, Holy Spirit.

Shema, the 603.4

sheol Lowercase as a common noun. (CW)

Shepherd Referring to Christ. (usage) 601.6

Shepherd Psalm, the Psalm 23. (CW) 603.4

shield (H)

Shulammite (CW)

[*sic*] word is italic, brackets are not

sin offering (CW)

six chief parts (Con)

SMART Board® A type of interactive whiteboard.

Society of Jesus (C) 605.1

soda pop Accommodates regional differences. (Con)

softcover One word, *paper cover* preferred.

sola fida

sola gratia

sola Scriptura

Solomon's temple (CW) 608.1

Son Referring to the second person of the Trinity. (A, AP, Con) 601.1

“Song of Mary” Titled “Magnificat” in *The Lutheran Hymnal*. 610.3

“Song of Simeon” Titled “Nunc Dimittis” in *The Lutheran Hymnal*. 610.3

Son of God, the (A, AP, C, Con, CW) 601.1

Son of Man (A, C, NIV) 601.1

Son of Mary Capitalize the word *son* when used as an epithet, but *Mary's son*. (Con) 601.1

sonship (C, E) 611.5

sonship of Christ (A, CW) 611.5

sopherim, the Name for the scribes in Jewish literature.

Southern Kingdom Judah. (A, Con) 608.1

sovereign Lord (Con) 611.4

space age Hyphenate as an adjective. (A, Con, US)

Spirit Also God's Spirit, Spirit of the Lord, Spirit of God, Holy Spirit. (Con) 601.1

Spirit-God

spirit of Christ Lowercase when referring to Jesus' human soul. Capitalize when referring to the Holy Spirit. (A) 611.5

Spirit of life

stanza 2 Referring to part of a hymn, not verse 2. (Con) 611.1

Star Referring to Christ. (usage) (H) 601.6

state Capitalize when used with a name, but lowercase when used as a general term: New York State; the state of Ohio. 910.8

Stone Age (Con) 609.2

storybook One word in general, but *Bible story book*. (Con)

subcommittee

substitute (H) 601.6

Suffering Servant Synonym for Jesus. (usage) (A, Con) 601.6

Sukkoth Feast of Booths. (CW) 610.5

Sunday school A noun or an adjective. (A, CW)

Sun of Righteousness (usage) (CW) 601.1

sunshine (H)

supper (H)

Supper, the Referring to Communion. Prefer Lord's Supper.

Supreme Being, the (C, CW, E, G) 601.1

synagogue Capitalize when part of the official name of a local religious meeting place. Lowercase as a common noun. (C, Con, CW) 611.1

synod Capitalize only when used as part of a proper noun; otherwise lowercase: Wisconsin Evangelical Lutheran Synod, Wisconsin Synod, Missouri Synod, Wisconsin and Missouri Synods, the synod. (NPH)

synodical (Con)

synodwide (Con)

synoptic gospels (A, CW) 603.2

synoptic writers, the (CW)

T

tabernacle Capitalize when part of the official name of a local religious meeting place. Lowercase as a common noun. (Con, CW) 611.1

table of shewbread (CW)

Table of the Law, First, Second

tagboard One word. (Con)

Talmud The Hebrew Bible. (A, C, CW, MW)

Talmudic (E)

Targum Aramaic paraphrase of the Old Testament.

“Te Deum” Titled “We Praise You, O God” in *Christian Worship: A Lutheran Hymnal*. (C, CW) 610.3

teenager (Con, CW)

television, TV Abbreviation does not use periods. (Con, D)

temple Capitalize when part of the official name of a local religious meeting place. Lowercase as a common noun or when referring to the place of worship in ancient Jerusalem. (A, C, Con, CW) 611.1

temptation, the (A, Con, CW) 609.3

temptation in the desert, the (CW) 609.3

temptation of Christ, the (CW) 609.3

tempter (H) 606.1

Ten Commandments, the (C, CW, E, H, MW, US) 603.4

tent (CW) 611.1

Tent of Meeting Capitalize only when referring to the sanctuary proper. (CW) 608.1

Tent of the Testimony (CW) 608.1

ten tribes, the Use *the lost tribes of Israel*. (CW)

ten tribes of Israel, the (CW)

Teresa, Mother (Con)

Testaments, the Capitalize when used as a synonym for the Bible. (CW) 603.4

“Thank the Lord” A liturgical song in *Christian Worship: A Lutheran Hymnal*. 610.3

thank you Two words; hyphenate as an adjective. Say a *thank-you prayer* or, better, say a *prayer of thanks*. (Con)

third Not thirdly. (Con)

third person of the Trinity (CW) 611.5

Third World *Developing countries* or *emerging nations* may be more appropriate. (Con, CW, US)

Thirty-nine Articles (A, CW, US)

Three in One Capitalize when used as an epithet for God: We worship the Three in One. Lowercase when describing God’s being: God is three in one. (H) 601.1, 611.4

throne of grace (CW)

thumbtack (Con)

Thummim (CW)

.tif File extension.

TIFF Use in text.

time line Two words meaning “listing of events in a historical period.” (D)

timeline Meaning “schedule of events, timetable.” (D)

time of the Gentiles, the (CW) 609.1

time of the judges, the (CW) 609.1

toll-free As an adjective or adverb.

tomb, the (CW)

Torah (A, CW)

toward No final s. (CW)

Tower of Babel (CW) 608.1

transfiguration, the 609.3

Transfiguration Sunday (A, Con) 610.5

Transjordan (CW) 608.1

tree of life (CW) 611.1

tree of the knowledge of good and evil
611.1

tribe of Judah (A, CW)

tribulation, the Historical event. (CW)
609.3

trinitarian Lowercase as adjective. (A,
(Con)

Trinity (A, Con, CW) 601.1

triumphal entry 609.3

triune God, the (A, Con, CW, NPH)
611.4

truth, the (A, H) 601.6

T-shirt

Twelve, the (C, Con, CW) 607.1

twelve apostles, the (A, CW) 607.1

20th century Hyphenate as an adjective.
(CW) 609.2

23rd psalm (CW) 603.3

twos and threes Walk in twos and threes.
(Con)

U

Una Sancta (Con)

unchristian (A, Con, CW)

ungodly (CW)

united kingdom Referring to a period of
Israel’s history. (CW)

universal church (CW) 605.5, 611.3

universalism (CW) 605.3

unscriptural (CW)

Upanishads Treatises dealing with
philosophic problems. (CW)

upper room (A)

ups and downs (Con)

Urim (CW)

utopia Capitalize when the perfect island
of Thomas Moore is meant; otherwise
lowercase. (Con, CW) 608.1

V

vacation Bible school (A, Con, CW)

VBS (A)

Vedas Related to Hindu. (C, CW)

Vedic Related to early Sanskrit, Hindu
scripture. (CW, E, MW)

“Venite” Titled “Oh, Come, Let Us Sing
to the Lord” in *Christian Worship: A
Lutheran Hymnal*. 610.3

verse, -s Abbreviated v. or vv. in parenthetical references, never vs. The word refers to a part of Scripture, not a hymn stanza. (Con) 603.2

Verse of the Day 610.3

Vespers Not *Vesper Service*. Titled “Evening Prayer” in *Christian Worship: A Lutheran Hymnal*. (A, Con) 610.2

vesper service Lowercase when referring to an evening service in general. (C) 610.2

victor, the Referring to Christ. (CW) 601.6

vine (H) 601.6

virgin, the Meaning Mary. (A, C, E)

virgin birth (A, Con) 611.3

virgin Mary (Con, CW, E)

visible church (CW) 605.5, 611.3

visitors from the East The Magi, wise men from the East. (Con)

visual aids

Vulgate (A, CW) 603.1

W

watercolor One word, noun and adjective. (Con)

Water of Life Referring to Christ. (CW) 601.6

way, the Referring to Christ. (CW) 601.6

Way, the Truth, and the Life, the (usage) (CW) 601.6

WELS Wisconsin Evangelical Lutheran Synod. 605.2

Web, the Referring to the World Wide Web.

website one word, lowercase

“We Praise You, O God” Titled “Te Deum Laudamus” in *The Lutheran Hymnal*. 610.3

Western church (CW) 605.5

Western rites (CW)

Westminster Catechism (CW)

white As a racial designation, lowercase both as an adjective and noun unless it is part of a phrase that would require capitalization. (A, CW)

whiteboard One word.

wholism Prefer *holism*. (Con)

wholistic Prefer *holistic*. (Con)

wicked one, the Referring to Satan. (CW) 606.1

will and mind of God (Con) 611.5

will, God’s (Con) 611.5

Wisconsin Lutheran Quarterly A periodical published quarterly by Wisconsin Lutheran Seminary. Subscriptions are processed at NPH. Abbreviated WLQ.

wisdom literature (A) 603.2

wise men (CW)

wise men from the East, the (A)

witness Capitalize when referring to a Jehovah's Witness. (D)

word Capitalize when referring to Christ or the Bible. Capitalize when referring to God's revelation to his people. Lowercase in other references: the word of God to Moses. When in doubt, capitalize: God speaks to us through his Word. The Word for us today is recorded in Acts 1:1-11. 603.1

Word, the Name for God or the Bible. (C, CW) 601.1, 603.1

Word and sacrament (A) 611.6

Word Incarnate Referring to Christ. (CW) 601.1

Word made flesh Synonym for Jesus. (Con, CW) 601.1

Word of God Capitalize when used as a synonym for the Bible. (CW, NPH) 603.1

Word of Life Capitalize when used as a synonym for the Bible. (CW) 603.1

Word of the Lord Capitalize when used as a synonym for the Bible and when referring to the whole revelation of God to his people; otherwise lowercase. The word of the Lord came to Jeremiah. 603.1

Word of Truth, the (CW) 603.1

word processor (CW)

words Lowercase: God's words.

Words of Institution Capitalize only when used as a title for part of the liturgy. (Con) 610.3

work-righteousness Not *works-righteousness*.

work sheet Two words. (Con)

worldwide One word as adjective and adverb.

World Wide Web Use *the Web*.

worshiped, -er, -ing (A, Con, CW, NPH)

worship service (C) 611.3

Writings, the Capitalize when used as a synonym for the Bible. (A, Con, CW) 603.1

wrongdoing One word. (D)

X

X-ray Capitalize and hyphenate as a verb, a noun, or an adjective. (MW)

Y

Yahweh Replace with *Lord*, unless part of a technical discussion. (A, C, Con, G, MW) 601.1

Year of Jubilee (CW) 610.5

Yom Kippur Day of Atonement. (CW, US) 610.5

Yuletide (CW) 610.5

